



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334
 Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Cover Sheet

Date: 9/28/2021 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 11:30 AM

CCLC-39774

Victoria's Academy & Learning Center

110 E. DeRenne Avenue Savannah, GA 31405 Chatham County
 (912) 712-0127 victorias.academy@gmail.com

Regional Consultant

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@dec.al.ga.gov

Mailing Address

Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/28/2021	Licensing Study	Good Standing	
02/12/2021	MV POI Follow Up	Good Standing	
12/11/2020	POI Follow Up	Deficient	

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A	Infants and One Year Olds	2	5	C	10	C	NA	NA	Outside, Transitioning
Main	B	Three Year Olds	1	6	C	13	C	NA	NA	Circle Time
Main	C	Two Year Olds	1	3	C	6	C	NA	NA	Outside
Main	D		0	0	C	4	C	NA	NA	
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 33							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	40	C

Comments

An Administrative Review was conducted on September 28, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 09/28/2021

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@decal.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

Karen Fowler, Program Official

Date

Chrissy Miller, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Findings Report

Date: 9/28/2021 **VisitType:** Licensing Study

Arrival: 10:30 AM

Departure: 11:30 AM

CCLC-39774

Victoria's Academy & Learning Center

110 E. DeRenne Avenue Savannah, GA 31405 Chatham County
(912) 712-0127 victorias.academy@gmail.com

Mailing Address
Same

Regional Consultant

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@decal.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center during the virtual inspection.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the consultant's review of records that two out of five records were missing the parent's business information, two out of five records were missing the addresses of the person(s) to whom the child may be released, and two out of five records were missing the Physician's telephone number.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 10/1/2021**Facility****591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Comment**

The center appeared clean and well maintained during the virtual inspection. Please be mindful to keep items that pose a hazard inaccessible to children.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

A virtual visit was completed due to COVID-19. The mulch on the playground appeared to be well maintained. Please fluff and redistribute as needed. The consultant discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

Food Service**591-1-1-.15 Food Service & Nutrition****Met**

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

The Director stated proper knowledge of diapering procedures during the virtual inspection.

591-1-1-.17 Hygiene(CR)**Met****Comment**

The Director stated proper knowledge of hand washing procedures during the virtual inspection. The consultant also observed hand washing supplies at the sinks.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety**591-1-1-.11 Discipline(CR)****Met****Comment**

A virtual visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on the consultant's review of records that a staff member #7 did not have evidence of transportation training as required. Based on documentation, staff member #7 was present on the vehicle for transportation that took place during the week of August 30, 2021 to September 3, 2021.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/29/2021

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on the consultant's review of records that four out of ten children, whom were transported during the week of August 30, 2021 to September 3, 2021, did not have evidence of written Parental authorization as required.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 9/29/2021

Technical Assistance

591-1-1-.36(7)(b) - Please ensure that the emergency medical information record for each child is maintained in the vehicle for during transportation. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. The consultant observed one out of ten missing emergency medical record for the children that were transported during the week of August 30, 2021 to September 3, 2021.

Correction Deadline: 9/29/2021

Finding

591-1-1-.36(7)(c) 3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on the consultant's review of records that the center did not document in writing the arrival and departure times for August 30, 2021 and August 31, 2021 during the PM route from Pulaski Elementary to the center. Additionally, the arrival and departure times were not documented for September 3, 2021 during the PM route from Southwest Elementary to the center.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 9/29/2021

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the consultant's review of records that the first check was not conducted immediately upon unloading the last child on September 3, 2021 during the PM route from Southwest Middle to the center.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 9/29/2021

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the consultant's review of records that the second check was not conducted on September 3, 2021 during the PM route from Southwest Middle to the center.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 9/28/2021

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	Met
---	------------

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 8	Records with Missing/Incomplete Components: 4
----------------------------	--

Staff # 1

Met

Date of Hire: 08/22/2016

Staff # 2

Met

Date of Hire: 09/07/2018

Staff # 3

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Records Reviewed: 8**Records with Missing/Incomplete Components: 4**

Date of Hire: 12/16/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 08/24/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Not Met

Date of Hire: 02/21/2019

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Met

Date of Hire: 12/07/2020

Staff # 8

Met

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on the consultant's review of records that staff member #5, who was hired on August 24, 2016, did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care. Staff member #5 was observed with children in classroom B.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

Correction Deadline: 9/28/2021**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on the consultant's review of records that staff member #5, who was hired on August 24, 2016, had a Comprehensive Records Check Determination that expired on September 22, 2021 and had not acquired a new Comprehensive Records Check Determination prior to the previous letter expiring as required by this rule

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure that the CRC rules are maintained.

Correction Deadline: 9/28/2021

591-1-1-.14 First Aid & CPR**Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training**Not Met****Comment**

Please ensure completed orientation checklists are documented and signed.

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the consultant's review of records that the Director and a staff member who was hired on December 16, 2017 did not have evidence of at least ten (10) annual training hours for January 2020 to December 2020 as required.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 10/28/2021

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on the consultant's review of records that the lead teacher assigned to classroom C did not have evidence of a credential or degree that meet the minimum academic requirements of the position.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 12/31/2021

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Center observed to maintain appropriate staff:child ratios during the virtual inspection.

Comment

Adequate supervision observed on this date. A virtual visit was conducted due to the COVID-19 pandemic.