



**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:** 4/28/2022 **VisitType:** Monitoring Visit

**Arrival:** 10:00 AM **Departure:** 10:55 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@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★

<u>Compliance Zone Designation</u>		
04/28/2022	Monitoring Visit	Good Standing
09/28/2021	Licensing Study	Good Standing
02/12/2021	MV POI Follow Up	Good Standing

**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.

**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	7	C	10	C	NA	NA	Outside, Nap, Snack Centers
Main	B	Three Year Olds	1	10	C	13	C	NA	NA	
Main	C	Two Year Olds	1	4	C	6	C	NA	NA	
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: 21					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	40	C

**Comments**

This is the second regulatory visit of the fiscal year.

The center currently has a one-star rating from quality rated.

Per the Director, the center does not currently dispense medication, field trips, or swimming activities.

Plan of Improvement: Developed This Date 04/28/2022

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.dec.state.ga.us/CCS/Regulations.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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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



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### Findings Report

**Date:** 4/28/2022 **VisitType:** Monitoring Visit **Arrival:** 10:00 AM **Departure:** 10:55 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1.12 Equipment & Toys(CR)**

**Met**

**Comment**

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

**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: 5**

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Allergies and Disabilities

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

**Records Reviewed: 5****Records with Missing/Incomplete Components: 5**

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

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person 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 three out of five records were missing the parent's business information, three out of five records were missing the addresses of the person(s) to whom the child may be released, two out of five records were missing the Physician's information, and one out of five records was missing a statement regarding the known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program

**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: 6/30/2022**

**Recited on 4/28/2022**

**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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Playground observed to be clean and in good repair.

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

Diaper changing surface was observed to be non-porous and clean.

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

The staff stated proper hand washing procedures. The consultant also observed hand washing supplies at the sinks.

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

The Provider currently does not dispense/administer medication.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.36 Transportation(CR)****Not Met**

**Correction Deadline: 10/29/2021**

**Corrected on 4/28/2022**

**.36(3)(a-b) - The consultant observed this rule to be corrected. The center had proper evidence of transportation training for the staff present on the vehicle during the week of April 18, 2022 to April 22, 2022 and during the week of April 25, 2022 to April 29, 2022, as required.**

**Correction Deadline: 9/29/2021**

**Corrected on 4/28/2022**

**.36(6) - The consultant observed this rule to be corrected. The center had proper evidence of the parental authorizations for the children transported during the week of April 18, 2022 to April 22, 2022 and for the week of April 25, 2022 to April 29, 2022, as required.**

**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 departure times for two children transported during the PM route from Windsor Elementary to the center during the week of April 25, 2022 to April 29, 2022.

**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: 4/28/2022**

**Recited on 4/28/2022**

**Correction Deadline: 9/29/2021**

**Corrected on 4/28/2022**

**.36(7)(d)1. - The consultant observed this rule to be corrected. The center conducted a first check for the week of April 18, 2022 to April 22, 2022 and for the week of April 25, 2022 to April 29, 2022, as required.**

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

**Corrected on 4/28/2022**

**.36(7)(d)2. - The consultant observed this rule to be corrected. The center conducted a second check for the week of April 18, 2022 to April 22, 2022 and for the week of April 25, 2022 to April 29, 2022, as required.**

**Finding**

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined based on the consultant's observation that the children were present on the vehicle for more than forty-five (45) minutes during the PM route from AJ Ward, Southwest Middle, and Pulaski to the center during the week of April 18, 2022 to April 22, 2022 and during the week of April 25, 2022 to April 29, 2022.

**POI (Plan of Improvement)**

The center will ensure that the travel time is no more than forty-five minutes on each trip.

**Correction Deadline: 4/29/2022**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**Comment**

Cleaning and disinfecting of mats was discussed with the director and staff on this date.

<b>Staff Records</b>
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**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 3**

Staff # 1	Not Met
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"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2	Met
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Date of Hire: 08/22/2016

Staff # 3	Not Met
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Date of Hire: 09/07/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4	Met
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Staff # 5	Not Met
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Date of Hire: 02/21/2019

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training

Staff # 6	Met
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Date of Hire: 12/07/2020

Staff # 7	Met
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**Staff Credentials Reviewed: 4**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

**Not Met**

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

**Corrected on 4/28/2022**

**.09(1)(c) - The consultant observed this rule to be current. The staff had a valid and current comprehensive record checks on file, as required.**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on the consultant's observation that staff member #1 was not electronically ported to the center prior to being present with children. Staff member #1 was observed to be present with children in classroom C.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 CRC rules are maintained.

**Correction Deadline: 4/28/2022**

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

**Corrected on 4/28/2022**

**.09(1)(l)3. - The consultant observed this rule to be corrected. The current staff had evidence of current criminal record checks that were not expired.**

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**591-1-1-.33 Staff Training**

**Not Met**

**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 staff member #2 and staff member #4 did not have evidence of at least ten (10) annual training hours for January 2021 to December 2021, 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: 12/31/2022**

**Recited on 4/28/2022**

**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: 4/28/2022**

**Recited on 4/28/2022**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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**591-1-1-.32 Supervision(CR)**

**Met****Comment**

Adequate supervision observed on this date.