



**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

**Date:** 1/22/2019    **VisitType:** Technical Assistance    **Arrival:** 9:00 AM    **Departure:** 12:30 PM

**CCLC-38373**

**Buford Children's Academy**

4440 Commerce Drive Buford, GA 30518 Gwinnett County  
 (678) 765-7870 bufordchildrensacademy@gmail.com

**Regional Consultant**

Jana Albertson  
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**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/02/2018	POI Follow Up	Good Standing	
09/04/2018	Complaint Closure	Support	
09/04/2018	Complaint Investigation Follow Up	Good Standing	

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A - 1R		0	0		20	C	NA	NA	
Main	B - 2R		0	0		18	C	NA	NA	
Main	C - 3R		0	0		23	C	NA	NA	
Main	D - 4R		0	0		21	C	NA	NA	
Main	E - Rear		0	0		26	C	NA	NA	
Main	F - 3L		0	0		14	C	NA	NA	
Main	G - 2L		0	0		14	C	NA	NA	
Main	H - 1L		0	0		14	C	NA	NA	
Main	I - Cafeteria		0	0		0	C	NA	NA	
Total Capacity @35 sq. ft.: 150						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 150			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Left	24	C
Main	B - Middle	169	C
Main	C - Right	66	C

## Comments

This visit was to conduct a scheduled TA Visit.

TA Consultant and director discussed the progress made on the goals set at the previous TA Visit.

Director had questions concerning Staff/Child Ratios and capacity of classrooms for one and two-year olds. She also had questions concerning the PDR and trainings and questions concerning drainage issues on the playground area. TA Consultant and director discussed this issues.

TA Consultant left a one-day letter for an employee, Shaniqua Simone Glasper, due to director requesting a portibility letter and employee was outside the portibility period.

Scheduled next TA Visit for 2-21-19 at 9:30 am.

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

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.

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### 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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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://dec.state.ga.us/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.

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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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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

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Vanessa Persaud, Program Official

Date

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Jana Albertson, Consultant

Date



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**Activities and Equipment**

**Rule:** 591-1-1-.12(2)Equipment/Furniture-not hazardous/clean

**Plan of Improvement:** Staff will monitor classroom equipment daily beginning 1-22-19 to ensure they are clean and free from hazards.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will have peeling black plastic coating on the desk in the after school classroom containing the television repaired by 1-28-19.	Director	01/28/2019	Developed			
2	Director will have tear in red vinyl couch in the housekeeping area of the three-year-old classroom repaired by 11-9-18.	Director	11/09/2018	In-Progress		12-11-18 Red vinyl couch has been repaired with tape, more tape will need to be added to some spots. 1-22-19 Red vinyl couch will be removed from classroom by 1-22-19 due to tear with inside foam exposed.	12/11/2018
3	Staff will remove the maroon chair with the broken seat from the after-school classroom by 12-11-18.	Staff	12/11/2018	Completed	01/22/2019	1-22-19 Maroon chair has been removed from the after-school classroom by staff.	01/22/2019

**Activities and Equipment**

**Rule:** 591-1-1-.12(4)Equipment/Furniture-Secured

**Plan of Improvement:** Director will monitor facility each Monday beginning 1-22-19 to ensure all equipment is secure.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will have television which sits on a desk in the school age classroom secured to the desk by 1-25-19 to eliminate the hazard it poses.	Director	01/25/2019	Developed			

**Facility**

**Rule:** 591-1-1-.06(7)Disinfect bathroom daily

**Plan of Improvement:** Director will monitor bathrooms at least once daily to ensure they are clean beginning 12-11-18.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will have bathrooms in the lunchroom area cleaned by 12-11-18.	Director	12/11/2018	Completed	01/22/2019	1-22-19 Bathrooms in the lunchroom area were observed to be clean at this TA Visit.	01/22/2019
2	Staff in the after-school classroom will ensure classroom floors are clean and free from debris and bathroom toilets are flushed and cleaned each day beginning 11-7-18.	Staff	11/07/2018	In-Progress		12-11-18 Toilets were flushed at this visit, however, bathroom floors were observed to not be clean. 1-22-19 Director will speak with after-school classroom teacher by 1-22-19 and ask that floors and toilets in the bathrooms are cleaned daily beginning 1-22-19.	12/11/2018

**Rule:** 591-1-1-.25(13)Indoor Storage-Hazards

**Plan of Improvement:** Staff will monitor classrooms on a daily basis to ensure they are free from accessible hazards beginning 1-22-19.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Staff in the after school classroom will lock sink cabinet doors by 1-22-19 to prevent children from accessing hazards such as a can of Raid, a can of Hot Shot, loose plastic garbage bags, and a bottle of spray cleaner.	Staff	01/22/2019	Developed			
2	Staff in the after school classroom will remove the plastic grocery bag containing clothing from the cubbie hook and store it where it is inaccessible to children beginning 1-22-19.	Staff	01/22/2019	Developed			
4	Staff will remove the paint pole located in the corner near the outside door of the school age classroom to eliminate the hazard it poses by 1-22-19.	Staff	01/22/2019	Developed			
5	Director will have blind cords in the lunch room area shortened by 1-22-19 to eliminate the choking hazard they pose.	Director	01/22/2019	Developed			

**Rule:** 591-1-1-.25(3)Clean, free of debris, good repair

**Plan of Improvement:** Director will monitor the facility on a daily basis beginning 11-7-18 to ensure it is clean, free from debris and repairs.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will have staff clean rugs and floors on a daily basis or more often as needed in all classrooms beginning 12-11-18.	Director	12/11/2018	Developed		1-22-19 Floors in the after-school classroom were observed to not be clean. Also, area rug in the two-year-old classroom was observed to be stained and dirty at this TA Visit.	01/22/2019

**Rule:** 591-1-1-.25(7)Locked Doors

**Plan of Improvement:** Director will monitor facility on a daily basis to ensure doors to un approved area are locked beginning 11-7-18.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Staff will lock laundry room door when not in use to prevent access by children beginning 11-7-18.	Staff	11/07/2018	Developed		12-11-18 No action has been taken, laundry door was observed to be unlocked at this visit. 1-22-18 Laundry door was observed to be unlocked with key hanging in the lock at the visit.	12/11/2018

**Rule:** 591-1-1-.25(8)Outlets

**Plan of Improvement:** Director will monitor facility daily beginning 11-7-18 to ensure all unused electrical outlets are plugged.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Staff in the after-school classroom will plug the unused outlets near the girls bathroom and under the cubbies by 11-7-18.	Staff	11/07/2018	Developed		12-11-18 Unused outlets in the after-school classroom were observed to be unplugged near the girls bathroom door, under the cubbies and under the bulletin board at this viist. 1-22-19 Unused outlets in the after-school classroom were observed to be unplugged near the bathrooms and under the cubbies at this visit.	12/11/2018
2	Staff will plug all unused outlets in the lunchroom area by 1-22-19.	Staff	01/22/2019	Developed			

**Rule:** 591-1-1-.26(6)Equipment-outdoor

**Plan of Improvement:** Director will monitor playground equipment each Monday to ensure it is free from hazards beginning 1-22-19.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will have maintenance complete repairs to play structures which have been surrounded by "Caution" tape by 1-28-19.	Director	01/28/2019	Developed			

**Rule:** 591-1-1-.26(8)Fall Zones and Surfacing

**Plan of Improvement:** Director will monitor depth of resilient surfacing within the fall zones of the playground equipment each Monday beginning 11-12-18 to ensure the correct depth is maintained.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will schedule to have the mulch within the fall zones of the swings on the right playground fluffed and redistributed to ensure the correct depth of 6" is maintained by 11-7-18.	Director	11/07/2018	Developed		12-11-18 Due to recent bad weather, mulch will need to be fluffed and redistributed again. 1-22-18 Mulch underneath swings measured less than 1" at this visit.	12/11/2018

**Rule:** 591-1-1-.26(9)Playground-Safe/Clean

**Plan of Improvement:** Director will monitor playground area each Friday to ensure it is clean and free from hazards beginning 10-1-18.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will schedule to have the accumulation of leaves, vines, and small sticks removed from the back corner of the school-age playground by 10-1-18.	Director	10/01/2018	Developed		11-7-18 No action has been taken. 12-11-18 Due to recent bad weather, leaves and small limbs have fallen again. 1-22-19 No action has been taken.	11/07/2018



**Rule:** 591-1-1-.26(9)Playground-Safe/Clean

**Plan of Improvement:** Director will monitor playground area each Friday to ensure it is clean and free from hazards beginning 10-1-18.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
2	Director will have push broom and door mats removed from the sidewalk and grassy area in front of the sidewalk outside the school-age classroom door by 1-22-19 to eliminate the hazards they pose.	Director	01/22/2019	Developed			
3	Director will have the broken drain spout near the school-age classroom door covered by 1-25-19 to eliminate the hazard it poses.	Director	01/25/2019	Developed			

**Rule:** 591-1-1-.09(1)(j)Portability-Records Check Determination

**Plan of Improvement:** Director will secure a portability letter for all potential employees beginning 1-22-19.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will acquire a new CBC for Shaniqua Simore Glasper before she is allowed to assure direct care for children due to her CBC being outside the portability time frame.	Director	02/01/2019	Developed			