



**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:** 2/1/2018      **VisitType:** Licensing Study      **Arrival:** 1:35 PM      **Departure:** 3:45 PM

**CCLC-38023**

**Carrington Academy at Big Creek**

6670 Shiloh Road Alpharetta, GA 30005 Forsyth County  
 (770) 751-3540 jenna.poss@nlcinc.com

**Regional Consultant**

Candace Gilbert

Phone: (866) 371-4935

Fax: (866) 371-7713

candace.gilbert@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
02/01/2018	Licensing Study	Good Standing	
09/07/2017	Monitoring Visit	Good Standing	
01/31/2017	Licensing Study	Good Standing	

  

<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.

**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	Rm. 1	Infants and One Year Olds	2	5	C	16	C	NA	NA	Nap, Floor Play	
Main	Rm. 3	Two Year Olds	1	10	C	19	C	NA	NA	Nap	
Main	Rm. 4	Two Year Olds	2	7	C	18	C	NA	NA	Nap	
Main	Rm. 5	Three Year Olds	2	23	C	26	C	NA	NA	Nap	
Main	Rm. 6		0	0	C	25	C	NA	NA		
Main	Rm. 7	Four Year Olds and Five Year Olds	1	9	C	27	C	NA	NA	Nap	
Main	Rm. 8	PreK	2	19	C	24	C	NA	NA	Nap	
Main	Rm. 9		0	0	C	17	C	23	C		
Main	Rm.2	One Year Olds	2	15	C	28	C	NA	NA	Transitioning, Nap	
Total Capacity @35 sq. ft.: 200					Total Capacity @25 sq. ft.: 202						
Total # Children this Date: 88			Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 202			Building @25 capacity limited by Fire Marshall Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	2 & 3 Years	42	C
Main	4+ Years	43	C
Main	Infant/Toddler	25	C

**Comments**

The purpose of this visit was to complete a licensing study to follow up to the previous visit conducted on September 7, 2017.

Plan of Improvement: Developed This Date 02/01/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Tiffany Batts, Program Official

Date

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Candace Gilbert, Consultant

Date



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### Findings Report

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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.

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

Met

**Comment**

Center does not provide swimming activities.

#### Children's Records

**591-1-1-.08 Children's Records**

Met

**Comment**

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

#### 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.

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

Playground observed to be clean and in good repair.

**Food Service**

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

Center menu meets USDA guidelines.

**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Comment**

Staff state proper knowledge of diapering procedures.

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on consultant's observation that the diaper changing pad in Room 4 was splitting at the corners exposing the inner foam piece and making the pad porous.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface in the diapering area.

**Correction Deadline: 2/1/2018**

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

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****Met****Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

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**591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date. Consultant discussed with provider to ensure that emergency plan is available to parents or that a notice is posted that emergency plan is available upon request.

**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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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-.13 Field Trips(CR)****Met****Comment**

Field trip documentation observed to be complete.

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

Consultant observed proper transportation procedures.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on consultant's review of records that the vehicle being used to transport children did not have an annual safety inspection for 2017.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 2/6/2018****Finding**

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on consultant's review of records that the center did not have transportation checklists for field trips taken on December 29, 2017 to Carrington Academy McFarland and January 4, 2018 to All Fired Up in Alpharetta.

**POI (Plan of Improvement)**

The Center will maintain a passenger checklist as required.

**Correction Deadline: 2/2/2018**

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

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**Staff Records**

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**Records Reviewed: 13****Records with Missing/Incomplete Components: 10**

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Staff # 1

Not Met

Date of Hire: 08/01/2016

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 2

Not Met

Date of Hire: 06/07/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3

Not Met

Date of Hire: 03/31/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 05/24/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 05/11/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 6

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

Date of Hire: 04/02/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 8

Not Met

Date of Hire: 12/04/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 11

Not Met

Date of Hire: 11/28/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 12

Not Met

Date of Hire: 05/05/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of records one staff member employed greater than 90 days was missing current CPR and First Aid certification.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 3/3/2018**

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

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on consultant's review of records that four employees did not have proof of completion of the required health and safety orientation.

**POI (Plan of Improvement)**

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

**Correction Deadline: 2/1/2018****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultant's review of records that ten staff members did not complete the entire 10 hours of annual training required for 2017.

**POI (Plan of Improvement)**

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

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: 7/31/2018****Recited on 2/1/2018**

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**591-1-1-.31 Staff(CR)**

**Met**

**Comment**

Consultant observed staff to follow all applicable laws and regulations.

**Correction Deadline: 2/1/2018**

<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**

**Correction Deadline: 9/7/2017**

**Corrected on 2/1/2018**

**.32(7) - Consultant observed adaquated supervision.**