



**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:** 2/15/2017    **VisitType:** Licensing Study    **Arrival:** 2:05 PM    **Departure:** 6:00 PM

**CCLC-33136**

**Alpha Preparatory Academy**

4462 Mink Livsey Rd Snellville, GA 30039 Gwinnett County  
 (470) 395-0767 alphaprepacademy@gmail.com

**Regional Consultant**

Jacquelyn Sims  
 Phone: (770) 357-7072  
 Fax: (770) 357-7071  
 jacquelyn.sims@decal.ga.gov

**Mailing Address**  
 Same

<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.
02/15/2017	Licensing Study	Good Standing	
09/12/2016	Monitoring Visit	Good Standing	
01/20/2016	Monitoring Visit	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
One	A	One Year Olds	1	5	C	7	C	NA	NA	Transitioning, Nap
One	B	Three Year Olds and Four Year Olds	2	13	C	19	C	27	C	Transitioning, Nap, Snack
One	C		0	0	C	7	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 53							
Two	Modular		0	0	C	21	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 21			Total Capacity @25 sq. ft.: 53							
Total # Children this Date: 18			Total Capacity @35 sq. ft.: 54							
			Total Capacity @25 sq. ft.: 53							

Building	Playground	Playground Occupancy	Playground Compliance
One	PG Toddler	72	C
One	Playground	72	C

**Comments**

The purpose of this visit was to conduct a licensing study. The administrator/owner was present in the absence of the director and provided needed files and documentation to consultant.

Plan of Improvement: No Plan Developed

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.



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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.ga.gov](mailto:CCSRefutations@dec.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://dec.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)

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Glovenia Harris, Program Official

Date

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Jacquelyn Sims, Consultant

Date



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### Findings Report

Date: 2/15/2017 VisitType: Licensing Study

Arrival: 2:05 PM

Departure: 6:00 PM

CCLC-33136

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

#### Comment

No Swimming Activities Provided

### Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

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

Not Met

#### Finding

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 a review of records, that one of three records reviewed, did not contain documentation of known allergies.

#### 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: 2/15/2017

## Facility

### 591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

#### Comment

Observation-Center Clean/Well Maintained

### 591-1-1-.26 Playgrounds(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.26 - Consultant spoke with the director and asked that center staff observe trees in the outside play areas for broken and/or hanging limbs.branches before allowing access to the children.

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Met

#### Comment

Staff Stated Proper Knowledge

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Observed-Proper Hand Washing Throughout

### 591-1-1-.20 Medications(CR)

Met

#### Comment

Director stated that the center does not currently dispense medications.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Not Met

#### Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on a review of records, that the center did not have documentation to show that a fire drill was conducted for January 2017.

#### POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

Correction Deadline: 2/20/2017

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

No Animals Kept

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Observed-Discussion/Redirection

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Director stated that the center does not currently dispense medications.

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

Consultant observed the completion of afternoon bus route and observed the first and second checks to be correctly completed.

**Comment**

Consultant observed transportation checklists to be complete for the week of February 7, 2017. Consultant also observed complete checklists for February 13 through February 15, 2017

**Finding**

591-1-1-.36(3)(a-c) requires the Director and each Staff person responsible for or who participates in the transportation of children to meet the following requirements: (a) complete two (2) clock hours of transportation training on or before June 30, 2015 and at least every two years thereafter. (b) Effective July 1, 2015, the Director and each Staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter. (c) Any transportation training completed should be state approved or state accepted training. It was determined based on a review of records, that the director and three employees lacked documentation of current transportation training.

**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: 2/25/2017**

**Technical Assistance**

591-1-1-.36(7)(b) - Consultant spoke with the administrator on duty and asked that center staff ensure that emergency medical information is complete for all children being transported. Consultant observed the information to be missing for four of 16 children being transported.

**Correction Deadline: 2/16/2017**

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**Sleeping & Resting Equipment**

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

Correct number of mats; disinfecting discussed

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**Staff Records**

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**Records Reviewed: 6****Records with Missing/Incomplete Components: 4**

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Staff # 1

Not Met

Date of Hire: 04/08/2008

"Missing/Incomplete Components"

.36(3)(a-c)-2 hrs. Transportation Training missing

Staff # 4

Not Met

Date of Hire: 06/20/2011

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.36(3)(a-c)-2 hrs. Transportation Training missing

Staff # 5

Not Met

Date of Hire: 04/08/2008

"Missing/Incomplete Components"

.36(3)(a-c)-2 hrs. Transportation Training missing

Staff # 6

Not Met

Date of Hire: 02/01/2017

"Missing/Incomplete Components"

.24(a)-DOB Missing,.24(a)-SSN Missing

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

Administrator provided files for two employees hired since the last visit.

**Comment**

Consultant observed satisfactory criminal records check determinations for six of six employees.

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

Observed-50% Certified First Aid &amp; CPR

**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(a) requires the center to maintain a personnel file on the director and all employees that includes the individual's name, date of birth, social security number, current address and telephone number. It was determined base don a review of records, that the center did not have complete identifying information for two of six employees.

**POI (Plan of Improvement)**

The center will ensure that complete identifying information is secured and on file.

**Correction Deadline: 2/20/2017****Technical Assistance**

591-1-1-.24(f) - Consultant spoke with the administrator and asked that criminal records determinations be on file in the files of all employees. Documentation was missing for three of six employees.

**Correction Deadline: 2/15/2017****591-1-1-.33 Staff Training****Met****Comment**

Discussed - Obtain Documentation

**Comment**

Health/Safety training reminder

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

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision