



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: 3/1/2017 **VisitType:** Monitoring Visit **Arrival:** 10:15 AM **Departure:** 1:15 PM

CCLC-879

Ashford Academy

4472 Chamblee Dunwoody Road Dunwoody, GA 30338 DeKalb County
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Regional Consultant

Brandi Mangino

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Mailing Address

Same

Compliance Zone Designation			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.
03/01/2017	Monitoring Visit	Good Standing	
08/02/2016	Licensing Study	Support	
08/02/2016	Licensing Study	Support	

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 1R	Infants and One Year Olds	2	10	C	16	C	NA	NA	Nap,Floor Play
Main	B 2R	One Year Olds	2	13	C	16	C	NA	NA	Lunch,Transitioning
Main	C 3R	Three Year Olds and Four Year Olds	2	19	C	22	C	NA	NA	
Main	D Middle Back	Two Year Olds and Three Year Olds	2	19	C	21	C	NA	NA	Story
Main	E Left Rear	PreK	2	21	C	20	NC	NA	NA	Centers
Main	F Middle(Cafeteria School age)		0	0	C	17	C	NA	NA	
Main	G Well Area		0	0	C	14	C	NA	NA	
		Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0			Building capacity limited by Insufficient Toilets/Sinks		
Total # Children this Date: 82		Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

One-day letter left on this date.

Plan of Improvement: Developed This Date 03/01/2017

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. 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(j)(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@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.

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)

Natasha Hashim, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

Date: 3/1/2017 **VisitType:** Monitoring Visit **Arrival:** 10:15 AM **Departure:** 1:15 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

No Swimming Activities Provided since the last visit on August 2, 2016.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

Consultant discussed monitoring the ventilation in the cafeteria, PreK and Room E restrooms as they were not working on this date.

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

Not Met

Finding

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. It was determined based on consultant observation that the following areas/items were found to be noncompliant:

- light purple shelf in the cafeteria was starting to chip paint
- the bottom of the restroom door in the Prek room was chipping paint/wood
- ceiling tile in the PreK restroom was not secure, and busted in spots
- Walls in Room C had chipping paint
- Walls in PreK room had chipping paint and cracks in plaster
- Walls in Room E were chipping paint

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the environment, the center will ensure the areas that are chipping paint are covered, and will monitor.

Correction Deadline: 3/1/2017

Technical Assistance

Consultant discussed adding a barrier to the front double gate facing the parking lot at the bottom due to the gap posing an entrapment hazard. In addition, removal of gum balls and the yellow step 2 fish having a crack at the bottom.

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**

Discussed handwashing policies and procedures on this date.

Correction Deadline: 3/1/2017

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

Discussed-Documentation/Procedures

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

Observed-Discussion/Redirection

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

Observed-Complete Documentation

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

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that the center had a field trip on August 4, 2017. The center has two buses being used that day, and do not have a load/unload for Bus 2.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 3/2/2017

Finding

591-1-1-.36(7)(c) 3. i-iii requires that the driver or other designated person document in writing the time of arrival and departure (i) each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; (ii) 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; (iii) 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 a review of records the center has a field trip on August 4, 2016 and no arrival or departure times were noted for Bus 2.

POI (Plan of Improvement)

The center will ensure that each time of arrival and departure is documented by the driver or designated person.

Correction Deadline: 3/2/2017

Finding

591-1-1-.36(7)(d) requires the vehicle be thoroughly checked first by a designated Staff person who was present on the vehicle during the trip and then by a second designated Staff person, who may or may not have been present on the vehicle during the trip. After checking the vehicle, each Staff person must sign the passenger transportation checklist(s) indicating that all the children have exited the vehicle. It was determined based on a review of records that the center took a field trip on August 4, 2016 and no first or second check was completed for Bus 2.

POI (Plan of Improvement)

The center will ensure that the vehicle is thoroughly checked by a staff person who was present on the vehicle during the trip and also checked by a second staff person.

Correction Deadline: 3/2/2017

Technical Assistance

Consultant discussed covering the exposed foam on the seat of the bus. In addition, two seat belts on the bus are not working. The center bus is not full at transportation time, so they are getting those fixed and stated no children are sitting in the seats.

Correction Deadline: 3/2/2017

Sleeping & Resting Equipment

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

Technical Assistance

Correction Deadline: 8/3/2016

Corrected on 3/1/2017

.30(2)(b) - Citation observed to be corrected on this date.

Technical Assistance

Consultant discussed monitoring the mats as some were starting to show exposed foam.

Correction Deadline: 3/2/2017

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 4

Staff # 1

Not Met

Date of Hire: 02/18/2010

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 11

Not Met

Date of Hire: 10/14/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(d)-Evidence of Orientation Missing

Staff # 15

Not Met

Date of Hire: 02/13/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 17

Not Met

Date of Hire: 06/22/2011

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

591-1-1-.09 Criminal Records Check(CR)**Not Met****Correction Deadline: 2/4/2016****Corrected on 3/1/2017****.09(1)(a) - Citation corrected. Another citation was cited under criminal record checks on this date.****Correction Deadline: 8/5/2016****Corrected on 3/1/2017****.09(1)(a) - Citation corrected. Another criminal record check citation was cited on this date.****Finding**

591-1-1-.09(1)(e) requires every Employee hired before January 1, 2014 have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file and requires that Employees hired before January 1, 2014 that have only a satisfactory Preliminary Records Check Determination on file to obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined based on a review of staff records on this date that three staff members did not have the required fingerprints.

POI (Plan of Improvement)

The Center will ensure that every employee hired before January 1, 2014 has a satisfactory preliminary determination or satisfactory fingerprint determination on file and will have a plan to ensure that these employees obtain a Fingerprint Records Check Determination before January 1, 2017.

Staff will finish their shifts as all have local check on file. The staff will not return to the center until they have satisfactory criminal record checks from the department in file.

Correction Deadline: 3/2/2017

591-1-1-.14 First Aid & CPR**Met****Correction Deadline: 9/1/2016****Corrected on 3/1/2017****.14(1)(a) - Citation observed to be corrected.**

591-1-1-.24 Personnel Records**Met****Correction Deadline: 8/5/2016**

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1)(a-l) requires the Center to ensure that initial orientation of all Employees and Provisional Employees include the following subjects: a) center policies/procedures; b) Department rules for the care, health and safety of children; c) employee's duties/responsibilities; d) reporting requirements; e) emergency weather plans; f) childhood injury control; g) administering medicine; h) reducing the risk of Sudden Infant Death Syndrome (SIDS); i) hand washing; j) fire safety; k) water safety and l) prevention of HIV/AIDS and blood borne pathogens. It was determined based on a consultant's review of records that two employees did not have documentation of orientation on file.

POI (Plan of Improvement)

The center will provide orientation that includes all required topics.

Correction Deadline: 3/3/2017

Recited on 3/1/2017

	Staffing and Supervision
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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