



**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:** 3/21/2017    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 10:40 AM

**CCLC-39331**

**The Norman Academy**

295 North McDonald Street Ludowici, GA 31316 Long County  
 (912) 545-2860 francine.norman@yahoo.com

**Mailing Address**

295 N. McDonald Street  
 Ludowici, GA 31316

**Regional Consultant**

Brandon Cason

Phone: (877) 372-3909

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carrie.spangler@dec.al.ga.gov

<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.
03/21/2017	Licensing Study	Good Standing	
12/06/2016	Monitoring Visit	Good Standing	
01/25/2016	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
Main	A	One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	1	13	NC	11	NC	NA	NA	Transitioning, Breakfast, Art
Main	B		0	0	C	4	C	NA	NA	
Main	C		0	0	C	4	C	NA	NA	
Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 0			Building capacity limited by Insufficient Toilets/Sinks				
Total # Children this Date: 13			Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	66	C

**Comments**

This was the second visit of the fiscal year. A one-day-letter was left with the director on this date.

Plan of Improvement: Developed This Date 03/21/2017

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](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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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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Francine Norman-Jackson, Program Official

Date

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Brandon Cason, Consultant

Date



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### Findings Report

**Date:** 3/21/2017 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 10:40 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

**Not Met**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined on this date through the consultant's observation that a current lesson plan was not available. The last lesson plan that was dated for July 1, 2016.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 3/27/2017**

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

**Met**

**Comment**

No Swimming Activities Provided

**Facility**

#### 591-1-1-.19 License Capacity(CR)

**Not Met**

**Finding**

591-1-1-.19(1) requires the Center to provide 35 square feet of usable space per child. It was determined on this date through the consultant's observation that the Center cared for 13 children in a space that was licensed for 11 children in room A.

**POI (Plan of Improvement)**

The center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 3/21/2017**

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

Reminder-Keep Hazards Inaccessible

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

The consultant and director discussed covering all tree roots by the front gate due to a potential tripping hazard.

**Correction Deadline: 3/21/2017****Technical Assistance**

The consultant and director discussed repairing/replacing the steps on the climber with the green slide due to two of four steps being cracked exposing jagged edges and creating a potential pinching hazard.

**Correction Deadline: 3/21/2017****Correction Deadline: 12/6/2016****Corrected on 3/21/2017**

This citation observed to be corrected as of this date.

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

No diapering children enrolled

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

Observed-Staff Remind Children Wash Hand

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

The director stated that as of this date that no medication is being dispensed.

**Correction Deadline: 3/21/2017**

<b>Policies and Procedures</b>
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**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 on this date through the consultant's observation that the Center did not document that the emergency drills were conducted for the months of January and February 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: 3/31/2017**

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

No Animals Kept

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<b>591-1-1.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Observed-Discussion/Redirection

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<b>591-1-1.13 Field Trips(CR)</b>	<b>N/A</b>
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**Comment**

No Field Trips at This Time

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<b>591-1-1.36 Transportation(CR)</b>	<b>N/A</b>
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**Comment**

No Routine Transportation Provided

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<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Correct number of mats; disinfecting discussed

**Comment**

The director was not caring for infants on this date.

**Correction Deadline: 3/31/2017**

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<b>Staff Records</b>
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<b>591-1-1.09 Criminal Records Check(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined on this date through the consultant's observation that two provisional employees hired on March 20, 2017, did not have a satisfactory Preliminary Records Check Determination before being present at the facility.

**POI (Plan of Improvement)**

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met. A one-day-letter was left with the director on this date.

**Correction Deadline: 3/22/2017**

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

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined on this date through the consultant's observation that the following items were missing from the first aid kit:

\*Antibacterial ointment

\*Antiseptic cleansing solution

\*Triangular bandage

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 3/31/2017**

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

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined on this date through the consultants observation that the director completed eight of the ten required hours of training for the calendar year of 2016.

**POI (Plan of Improvement)**

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

**Correction Deadline: 12/31/2017**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(3)(a) requires the Center to maintain Staff-child ratios in mixed-age groups of children under three years old based on the age of the youngest child under three years of age. It was determined on this date through the consultant's observation that a mixed aged grouping of children aged one through five was 1:13. The ratio that should have been observed was 1:8 due to the youngest child being one-years-old.

**POI (Plan of Improvement)**

The director stated that another staff member has been hired and will be present at all times.

**Correction Deadline: 3/21/2017**

**Recited on 3/21/2017**

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

Observed-Adequate Supervision