



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: 5/3/2018 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 2:00 PM

CCLC-324

Seven Oaks Academy

810 Indian Trail Road Lilburn, GA 30047 Gwinnett County
 (770) 564-0470 nainesh61@gmail.com

Regional Consultant

Tasha McDonald
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 tasha.mcdonald@dec.al.ga.gov
 Joint with: Shawnell Johnson

Mailing Address
 Same

Quality Rated: ★ ★

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.
05/03/2018	Licensing Study	Good Standing	
11/30/2017	Monitoring Visit	Good Standing	
05/23/2017	Complaint Closure	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	1R Infant Room	Infants and One Year Olds	1	3	C	17	C	NA	NA	Free Play
Main	2R Back (Pre-K 1)		0	0	C	21	C	NA	NA	
Main	3 Rt Back (Pre-K 5)	Five Year Olds	1	3	C	20	C	NA	NA	Outside,Circle Time
Main	4 Rt -Back (Pre-K 4)		0	0	C	19	C	NA	NA	
Main	5R Back (Acorns)	Five Year Olds	1	3	C	23	C	NA	NA	Floor Play,Outside
Main	6 R Back (Pre-K 2)	PreK	2	4	C	21	C	NA	NA	Outside
Main	A Back Rt class Branches	Two Year Olds	1	9	C	18	C	NA	NA	Transitioning,Floor Play,Outside
Main	A-1st Right (Seedlings)	One Year Olds	1	3	C	18	C	NA	NA	Floor Play
Main	Front Left (Pre-K 3)	Five Year Olds and PreK	2	5	C	20	C	NA	NA	Floor Play,Circle Time,Outside
Main	Gym Far Left - B storage		0	0	C	32	C	NA	NA	
Main	Gym Far Lft -A a/s Oaks		0	0	C	29	C	NA	NA	
					Total Capacity @35 sq. ft.: 238		Total Capacity @25 sq. ft.: 0			
Total # Children this Date: 30			Total Capacity @35 sq. ft.: 238			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG Measures 6,475	65	C

Comments

The purpose of this visit is to follow up on visit from November 30, 2017 and to conduct a licensing study. Consultant discussed Quality Rated, Comprehensive Background Check, update in USDA guidelines, update of the existing Emergency Preparedness Plan to include all required topics, conducting lockdown drills every six months in addition to fire drills and tornado drills, changes in Provider Search and new features in the provider's Koala account.

Plan of Improvement: Developed This Date 05/03/2018

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. 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.

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.

- 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.

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 1/2 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

Nainesh Amin, Program Official Date

Tasha McDonald, Consultant Date

Shawnell Johnson, 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-.03 Activities**Technical Assistance****Technical Assistance**

591-1-1-.03(7)(a) - Discussed with director that the infants should spend at least one hour outdoors daily.

Correction Deadline: 5/3/2018

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.

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

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)**Technical Assistance****Technical Assistance**

591-1-1-.25 - Discussed with director to remember to that all outlet are covered in classrooms.

Comment

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

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

Kitchen appears clean and well organized.

Health and Hygiene

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

Proper diapering procedures observed.

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 that a diaper changing pad located in the infant room was observed to be made out of quilted cloth material making it porous and not a smooth surface.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers.

Correction Deadline: 5/3/2018

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Technical Assistance****Technical Assistance**

591-1-1-.21(1)(p) - The consultant discussed the emergency preparedness plan for the center. Ensure to update emergency plans based on the new template provided by the consultant and begin using the updated emergency drill form.

Correction Deadline: 5/8/2018

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

Observed all required posted notices.

Safety

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Field trip documentation observed to be complete. Observed documentation of field trip to Monkey Joe's on April 05, 2018.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed. The center has three vehicles used for transportation, however on this date the owner reported that only one of three vehicles is being used at this time (vehicle tag number AWX6356).

Sleeping & Resting Equipment

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

591-1-1-.30 - The correct number of mats, sheets and blankets were observed on this date. Consultant discussed with director to ensure that the mats do not have tears and holes. Please ensure to monitor mats for any potential safety hazards.

Comment

Discussed SIDS and infant sleeping position.

Staff Records

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

Criminal records checks were observed to be complete.

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training**Met****Comment**

Documentation observed of required annual staff training.

Comment

Observed complete Health and Safety Orientation Training for each staff member with direct care responsibilities that have been employed beyond 90 calendar days of their hire date.

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

Met

Comment

Consultant observed staff comply with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.