



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: 6/1/2020 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 3:10 PM

CCLC-32666

Kidz Academy

921 Haymon Morris Road Winder, GA 30680 Barrow County
 (678) 963-0814 kidzacademy@windstream.net

Regional Consultant

Margarita Collier

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margarita.collier@decal.ga.gov

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.
06/01/2020	Licensing Study	Good Standing	
11/27/2019	Monitoring Visit	Good Standing	
06/20/2019	Licensing Study	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 1R	Infants	2	8	C	16	C	NA	NA	Nap,Floor Play,Free Play
Main	B 2R	One Year Olds	2	10	C	21	C	NA	NA	Transitioning
Main	C 3R	Two Year Olds	2	10	C	24	C	NA	NA	Centers
Main	D 4R	Three Year Olds	1	10	C	24	C	NA	NA	Transitioning,Out side
Main	E 5R	Four Year Olds	1	11	C	23	C	NA	NA	Outside
Main	F 6R	Two Year Olds and Three Year Olds	2	11	C	23	C	NA	NA	Centers
Main	G 1L		0	0	C	13	C	NA	NA	
Main	H 2L		0	0	C	17	C	NA	NA	
Main	I 3L		0	0	C	22	C	NA	NA	Outside,Centers, Transitioning
Main	J 4L	Five Year Olds and Six Year Olds and Over	1	18	C	22	C	NA	NA	Centers,Outside, Transitioning
Main	K 5L		0	0	C	22	C	NA	NA	
Main	L Rear Middle	Two Year Olds	2	7	C	21	C	29	C	Centers
Main	M Middle Cafe		0	0	C	31	C	44	C	
Total Capacity @35 sq. ft.: 298			Total Capacity @25 sq. ft.: 0			Building capacity limited by Fire Marshall Limitations				
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 298			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A Front Right	32	C
Main	PG B 2R	61	C
Main	PG C Rear	24	C
Main	PG D Front Left	25	C
Main	PG E 2nd Left	67	C

Comments

An Administrative Review was conducted on June 1, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 22, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: To Be Submitted 07/13/2020

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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@dec.state.ga.us.

- 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.state.ga.us/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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Tina Maynard, Program Official

Date

Margarita Collier, 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)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

Discussed rotating toys to support the procedures of daily disinfecting.

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

Technical Assistance

Comment

Center does not provide swimming activities.

Technical Assistance

Consultant discussed swimming rules with the director.

Comment

Pool not in use at this time, gates observed locked.

Children's Records

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

Technical Assistance

Comment

Parent authorizations obtained/completed.

Technical Assistance

Please ensure that the parents and/or guardians update the following information in the children's records as needed:

- Parents personal and work contact information (i.e. address and telephone number)
- Release to persons' names and contact information (i.e. address and telephone number)
- Emergency contact persons' names and contact information (i.e. address and telephone number)
- Known allergies/medical conditions
- Immunization Certificates

Comment

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Comment**

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please monitor bathrooms for necessary supplies.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Defer

A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

Correction Deadline: 12/27/2019

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

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

Food Service**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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Staff stated proper handwashing procedures for staff and children.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Evaluated****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

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

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Technical Assistance****Technical Assistance**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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

Center does not participate in field trips at this time.

Technical Assistance

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

591-1-1-.36 Transportation(CR)**Technical Assistance****Technical Assistance**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment

The consultant observed the following vehicle to have evidence of a current vehicle inspection report:
- Tag #PB 7789 - Expires September 4, 2020

Sleeping & Resting Equipment

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

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Comment

The director provided two files for staff members hired since the previous visit was conducted on November 27, 2019. The consultant observed two of two newly hired staff members to have evidence of a satisfactory comprehensive determination letter.

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Finding

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on review of records that staff member #13, date of hire December 9, 2019, was present with an incomplete records check application. Further review of records revealed that staff member #13 failed to authorize the Department to obtain out-of-state records as requested on December 5, 2019. Staff member #13 continued to work at the center until June 8, 2020 without evidence of a satisfactory determination letter on file. A one-day letter was left on this date.

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Correction Deadline: 6/1/2020

591-1-1-.14 First Aid & CPR**Technical Assistance****Technical Assistance**

Consultant discussed the first aid and CPR training requirements with the director. First aid and CPR training courses that online courses only does not meet the rule requirements for child care learning centers. Please be mindful of training expiration dates.

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

Documentation observed of required staff training.

Technical Assistance

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.