



**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:** 7/12/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:55 AM    **Departure:** 12:55 PM

**CCLC-38677**

**Future Leaders Learning Academy**

690 Bolton Road Atlanta, GA 30331 Fulton County  
 (404) 438-8348 swiftcharlotte11@yahoo.com

**Regional Consultant**

Jennifer Bailey  
 Phone: (770) 357-7024  
 Fax: (770) 357-7023  
 jennifer.bailey@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.
07/12/2017	Monitoring Visit	Good Standing	
01/19/2017	Licensing Study	Good Standing	
08/04/2016	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
Single	A/Front R	Five Year Olds and Six Year Olds and Over	1	12	C	25	C	NA	NA	TV
Single	B/Back L	One Year Olds and Two Year Olds	1	10	NC	17	C	NA	NA	Diapering
Total Capacity @35 sq. ft.: 42					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 22			Total Capacity @35 sq. ft.: 42			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Single	PG/ A	20	C

**Comments**

The purpose of this visit is to conduct a monitoring visit and follow-up to the visit conducted on January 19, 2017. Consultant provided flyer for Health and Safety Orientation. Consultant discussed out of state criminal record check requirements. A one day letter was left on this date.

Plan of Improvement: Developed This Date 07/12/2017

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(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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

CHARLOTTE SWIFT, Program Official

Date

Jennifer Bailey, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(4) - Discussed securing a small TV in classroom A/Front R with the Director on this date.

**Correction Deadline: 7/12/2017**

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

**N/A**

**Comment**

No Swimming Activities Provided

### Facility

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

**Met**

**Comment**

Licensed Capacity Routinely Met

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

**Met**

**Comment**

Reminder-Keep Hazards Inaccessible

**591-1-1-.25 Physical Plant-Structural/Mechanical**

**Technical Assistance**

**Technical Assistance**

591-1-1-.25(4) - Consultant observed room A/Front R's temperature to be at 84 degrees on this date. Per the Director, the AC unit was stolen and she is in progress of obtaining a new one. Consultant discussed offering water to the children and ensuring that that the ventilation requirements are met.

**Correction Deadline: 7/12/2017**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26(6) - Discussed monitoring the mobile outdoor equipment for cracks and hazards on this date.

Correction Deadline: 7/22/2017

## Health and Hygiene

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

Not Met

#### Finding

591-1-1-.10(5) requires that Center Staff shall not leave infants or children unattended while being diapered or having their clothes changed on the diaper changing surface. It was determined based on observation that a staff member finished changing a child and turned away to wash her hands while the child was still on the changing table.

#### POI (Plan of Improvement)

The Center will ensure Staff are trained, procedures are reviewed periodically and diaper changing is monitored periodically.

Correction Deadline: 7/12/2017

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

Met

#### Comment

Observed-Proper Hand Washing Throughout

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

Met

Correction Deadline: 1/19/2017

Corrected on 7/12/2017

.20(4) - Previous citation corrected on this date in that the center is not dispensing medications. No medications observed accessible on this date.

## 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 review of the emergency drill log that the Center did not have documentation of completing a fire drill for January, February, March, and April 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: 7/31/2017

Recited on 7/12/2017

## Safety

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

Met

#### Comment

Observed-Discussion/Redirection

### 591-1-1-.36 Transportation(CR)

N/A

#### Comment

No transportation conducted at the center.

## Sleeping & Resting Equipment

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

Discussed safe sleep requirements. No infants present.

**Staff Records**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of staff records that one employee was hired June 21, 2017 with a satisfactory fingerprint clearance in which the portability expired on July 29, 2016.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

**Correction Deadline: 7/12/2017**

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**591-1-1-.24 Personnel Records****Met****Correction Deadline: 1/24/2017****Corrected on 7/12/2017****.24(b) - Previous citation corrected in that work history was observed in staff records.**

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

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of staff records that 2/2 required current staff did not complete the health and safety training by the deadline.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 8/11/2017**

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**591-1-1-.31 Staff(CR)****Met****Comment**

591-1-1-.31(13) - This requirement met on this date.

**Correction Deadline: 7/12/2017****Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met**

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that room B/Back L did not meet these requirements in that a ratio of 1:10 was observed in a mixed age group of 4 one-year-olds, and 6 two-year-olds.. A ratio of 1:8 would be required.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 7/12/2017**

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

**Met**

**Comment**

Observed-Adequate Supervision