



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: 7/15/2019 **VisitType:** Licensing Study

Arrival: 2:50 PM

Departure: 5:45 PM

CCLC-47116

Bella's Learning Academy, LLC

165 Cedric Street Leesburg, GA 31763 Lee County
 (229) 854-5883 hustontokela@gmail.com

Regional Consultant

Jackqueline Frederick

Phone: (229) 386-3247

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jackqueline.frederick@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
07/15/2019	Licensing Study	Good Standing	
03/07/2019	Licensing Study	Support	
09/17/2018	MV POI Follow Up	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 - 1L/ 6wks -18 months	Infants and One Year Olds	2	8	C	9	C	NA	NA	Floor Play, Free Play
Main	B- 2L/ 1's & 2's	Two Year Olds and Three Year Olds	2	10	NC	9	NC	NA	NA	Free Play
Main	C- 3L/4's	Three Year Olds and Four Year Olds and Five Year Olds	1	11	NC	6	NC	8	NC	Circle Time
Main	D -1R/3's	Five Year Olds and Six Year Olds and Over	1	8	C	9	C	NA	NA	Art

Total Capacity @35 sq. ft.: 33

Total Capacity @25 sq. ft.: 35

Total # Children this Date: 37

Total Capacity @35 sq. ft.: 33

Total Capacity @25 sq. ft.: 35

Building	Playground	Playground Occupancy	Playground Compliance
Main	All ages	110	C

Comments

Plan of Improvement: Developed This Date 07/15/2019

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.decal.ga.gov/CCS/RulesAndRegulations.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@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.

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

Tokela Huston, Program Official

Date

Jackqueline Frederick, 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

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 based on consultant's observation that the infant room, classrooms C and D did not have a current lesson plans as required.

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: 7/16/2019

Recited on 7/11/2019

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.

Evening Care

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

Met

Comment

No evening care hours provided

Facility

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on consultant's observation that the left back classroom C is licensed for 6 children but was observed to have 11 and classroom B has a capacity of 9 and 10 were children observed present on this date.

POI (Plan of Improvement)

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

Correction Deadline: 7/12/2019**Recited on 7/11/2019**

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

591-1-1-.25(8) - Center will ensure that outlets are covered as required.

Correction Deadline: 7/11/2019

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 3/7/2019****Corrected on 7/11/2019**

.26(4) - Citation corrected on this date as construction is in progress at the center.

Correction Deadline: 3/7/2019**Corrected on 7/11/2019**

.26(9) - Citation corrected on this date as construction is in progress at the center.

Health and Hygiene

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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 Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant's observation that the center did not have evidence that drills are being conducted as required.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 7/31/2019

Recited on 7/11/2019

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Correction Deadline: 3/8/2019

Corrected on 7/11/2019

.36(7)(c)3. - Citation observed corrected on this date.

Correction Deadline: 3/8/2019

Corrected on 7/11/2019

.36(7)(d)1. - Citation observed corrected on this date.

Correction Deadline: 3/7/2019

Corrected on 7/11/2019

.36(7)(d)2. - Citation observed corrected on this date.

Sleeping & Resting Equipment

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

Not Met

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on consultant's observation that two cribs did not have tight fitting sheets as required.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 7/11/2019

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 2

Staff # 4

Not Met

Date of Hire: 09/13/2018

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 9

Not Met

Date of Hire: 01/04/2019

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Met
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Comment

Criminal record checks were observed to be complete.

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

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on consultant's observation that 7 staff members did not have evidence of training as required.

POI (Plan of Improvement)

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

Correction Deadline: 7/21/2019

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

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.