



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: 10/3/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 12:45 PM

CCLC-37871

Lemon Tree Academy

1290 N Cherokee Road Social Circle, GA 30052 Walton County
 (770) 464-0768 teninalemon@yahoo.com

Regional Consultant

Valarie Musselwhite
 Phone: (770) 357-9988
 Fax: (678) 302-2440
 valarie.musselwhite@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.
10/03/2019	Licensing Study	Good Standing	
04/29/2019	Monitoring Visit	Good Standing	
04/29/2019	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
Building II	Left	Three Year Olds and Four Year Olds	2	20	C	22	C	NA	NA	Outside
Building II	Right	Three Year Olds and Four Year Olds and Five Year Olds	1	9	C	22	C	NA	NA	Art
Total Capacity @35 sq. ft.: 44			Total Capacity @25 sq. ft.: 94							
Main	A/Front	Two Year Olds and Three Year Olds	1	10	C	28	C	39	C	Centers,Outside
Main	B/1R	One Year Olds	1	11	NC	17	C	NA	NA	Free Play
Main	C Back R	Infants	1	5	C	5	C	NA	NA	Floor Play,Feeding
Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 94							
Total # Children this Date: 55			Total Capacity @35 sq. ft.: 94							
			Total Capacity @25 sq. ft.: 94							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG/A/Right	79	C
Main	PG/B/Left	34	C

Comments

The consultant and director discussed lead teacher requirements, ratios, and playground hazards.

Plan of Improvement: Developed This Date 10/03/2019

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



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

Findings Report

Date: 10/3/2019 **VisitType:** Licensing Study

Arrival: 9:45 AM

Departure: 12:45 PM

CCLC-37871

Lemon Tree Academy

1290 N Cherokee Road Social Circle, GA 30052 Walton County
(770) 464-0768 teninalemon@yahoo.com

Regional Consultant

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@dec.al.ga.gov

Mailing Address

Same

The following information is associated with a Licensing Study:

Activities and Equipment

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.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers,.08
(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)-Parent Names, Work Numbers

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please review children's files and ensure they are complete.

Correction Deadline: 10/3/2019

Facility

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(13) - Please ensure cabinets located under the diaper changing stations remain locked at all times.

Correction Deadline: 10/3/2019

Technical Assistance

591-1-1-.25(7) - Please ensure the lock on the kitchen door remains locked at all times.

Correction Deadline: 10/3/2019

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on an observation that the fencing closest to the parking lot on Playground A had two gaps at the bottom of the fencing measuring five inches.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 10/18/2019

Technical Assistance

591-1-1-.26(8) - Please fluff and redistribute the resilient surfacing so that all fall zones measure six loose inches.

Correction Deadline: 10/13/2019

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on an observation that four of five infant feeding plans in Classroom C were not updated within the required 90 days.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 10/4/2019

Technical Assistance

591-1-1-.15(3) - Please ensure bottles are labeled with the child's full name and current date.

Correction Deadline: 10/3/2019

Technical Assistance

591-1-1-.15(5) - Please ensure the current weeks menu is posted at the entrance of the center.

Correction Deadline: 10/3/2019

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

Staff stated proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

The center currently does not dispense or administer medication.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Consultant observed complete documentation of emergency drills.

Safety**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

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

Pleasant naptime environment observed.

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Correction Deadline: 4/29/2019****Corrected on 10/3/2019****.09(1)(d) - Correction of previous citation in that the consultant observed all staff to have comprehensive satisfactory criminal records checks on file.****Correction Deadline: 4/29/2019****Corrected on 10/3/2019****.09(1)(j) - Correction of previous citation in that the consultant observed all staff to have comprehensive satisfactory criminal records checks on file.**

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-.24 Personnel Records**Met****Correction Deadline: 4/30/2019****Corrected on 10/3/2019****.24(1) - Correction of previous citation in that the consultant observed all staff to have personnel files available for review.**

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

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on an observation that two of ten staff did not obtain the required ten hours of annual training for 2018.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2019

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that Staff #1, Staff #7, and Staff #8 did not obtain the required lead teacher credential within the required twenty four months of hire.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. All staff will obtain a required credential on or before the assigned deadline.

Correction Deadline: 12/31/2019**Recited on 10/3/2019**

Staffing and Supervision

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on an observation that Classroom B, housing one-year-old children, had a ratio of 1:11 when a ratio of 2:11 was required.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 10/3/2019

Correction Deadline: 4/29/2019

Corrected on 10/3/2019

.32(2) - Correction of previous citation in that the consultant observed all classroom housing mixed ages to be met.

Comment

Adequate supervision observed on this date.