



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: 10/9/2018 **VisitType:** Complaint Closure from visit on 09/25/2018 **Arrival:** 8:45 AM **Departure:** 2:55 PM

CCLC-3627

Academy of Smiles

80 Cypress Drive Newnan, GA 30263 Coweta County
 (770) 253-2147 academyofsmiles@numail.org

Regional Consultant

Laura Swann

Phone: (706) 855-3454
 Fax: (706) 434-7641
 laura.swann@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.
10/09/2018	Complaint Investigation Follow Up	Good Standing	
10/09/2018	Complaint Closure	Good Standing	
09/25/2018	Complaint Investigation Follow Up	Good Standing	


Comments

Advisement of Potential for Repeated Rule Violations during Pending Investigations

This report shall serve as official notice of potential rule violations. These potential rule violations have been detailed in this report and discussed with you by the consultant. The department shall conduct a thorough investigation to determine if in fact the alleged rule violation(s) should or should not be substantiated. Please be aware that the investigation may take some time to be finalized to ensure fairness and accuracy. During this investigation period, any violations of an identical rule or rules will require the department to treat any and all substantiated rule violations identified in the investigation as repeated rule violation(s).

Further, from time to time the department discovers additional rule violations during the course of an investigation. If there are new rule violation(s), your consultant shall inform you of the violation(s) as soon as possible. However, as stated above, any violations of identical rule(s) will require the department to treat any and all additional rule violations identified in the investigation as repeated rule violations.

All rule violations found in relation to a complaint or incident investigation will be associated with the date the investigation was closed.



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 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)

I have read and understand the Rules and Regulations for Group Day Care Homes, 290-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Connie Holloway, Program Official

Date

Laura Swann, Consultant

Date



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Summary Report

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The following information is associated with a Complaint Closure:

Safety

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

Not Met

Finding Associated with Complaint

591-1-1-.36(1)(a) requires that transportation rules apply to all transportation provided by the licensee or on behalf of the licensee, regardless of whether the person is employed by the licensee or if a fee is charged or not. It was determined based on an investigation that the director had provided transportation for six children enrolled at the day care center to and from school beginning August 6, 2018, without following the transportation rules.

POI (Plan of Improvement)

The center will apply these rules to all transportation provided by or on behalf of the licensee/center.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on an investigation that there was no annual safety check completed on the 2014 Honda Accord used by the director to transport enrolled children to and from school.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on an investigation that when the director used her car to transport children enrolled at the center there was no fire extinguisher in the vehicle.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on an investigation that there were no child passenger restraints for three six-year-old children transported to and from the center.

POI (Plan of Improvement)

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on an investigation that on September 13, 2018, a six-year-old child was left at school, after the child care center failed to transport the child to the child care center.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization. The center will follow the written agreement they have with the parents.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on an investigation that there was no written Parental authorization for routine transportation provided by or on behalf of the Center.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on an investigation that there was no current information in the vehicle for any enrolled child transported by the director to and from school.

POI (Plan of Improvement)

The Center will ensure that the Center's information and the children's information is included on each vehicle.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on an investigation that when the director used her car to transport children enrolled at the center to and from school there was no emergency medical information record maintained in the vehicle for each child being transported.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on an investigation that when the director used her car to transport children enrolled at the center there was no transportation checklist used.

POI (Plan of Improvement)

The Center will maintain a passenger checklist as required.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on an investigation that when the director used her car to transport children enrolled at the center to and from school there was no transportation checklist with the children's first and last names listed.

POI (Plan of Improvement)

The Center will ensure that each child is listed individually by first and last name on the checklist.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on an investigation that when the director used her car to transport children enrolled at the center to and from school there was no checklist used to document children as they entered or exited the vehicle.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on an investigation that there was no documentation in writing of the time of arrival and departure each time the vehicle departed from the Center, was loaded or unloaded at each school and when the vehicle returned to the Center; each time the vehicle departed from the Center, arrived at the location where any child was picked up or dropped off and when the vehicle returned to the Center.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(d) requires the vehicle be thoroughly checked first by a designated Staff person who was present on the vehicle during the trip and then by a second designated Staff person, who may or may not have been present on the vehicle during the trip. It was determined based on an investigation that the vehicle had not been thoroughly checked by the staff on the vehicle or by a second staff.

POI (Plan of Improvement)

The Center will ensure that the vehicle is thoroughly checked by a staff person who was present on the vehicle during the trip and also checked by a second staff person.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on an investigation that when the director used her car to transport children enrolled at the center to and from school there was no first check conducted immediately upon unloading the last child at school or at the center.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/11/2018

Finding Associated with Complaint

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on an investigation that when the director used her car to transport children enrolled at the center to and from school there was no second check conducted immediately upon the completion of the first check of the vehicle for the morning or afternoon routes for Western Elementary School and Odyssey Charter School.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/11/2018