



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: 12/6/2017 **VisitType:** Monitoring Visit

Arrival: 11:50 AM

Departure: 1:25 PM

CCLC-39331

The Norman Academy

295 North McDonald Street Ludowici, GA 31316 Long County
 (912) 545-2860 francine.norman@yahoo.com

Mailing Address

295 N. McDonald Street
 Ludowici, GA 31316

Regional Consultant

Jackqueline Frederick

Phone: (229) 386-3247

Fax: (229) 238-2435

jackqueline.frederick@decal.ga.gov

Joint with: Melissa Herndon

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.
12/06/2017	Monitoring Visit	Good Standing	
03/21/2017	Licensing Study	Good Standing	
12/06/2016	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
Main	A	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	2	10	C	11	C	NA	NA	Circle Time, Art
Main	B		0	0	C	4	C	NA	NA	
Main	C		0	0	C	4	C	NA	NA	
Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 0			Building capacity limited by Insufficient Toilets/Sinks				
Total # Children this Date: 10			Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	66	C

Comments

The purpose of today's visit is to conduct a monitoring visit.

Plan of Improvement: No Plan Developed

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. 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@dec.al.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://dec.al.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Francine Norman-Jackson, Program Official

Date

Jackqueline Frederick, Consultant

Date

Melissa Herndon, 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-.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 on this date through the consultant's observation that a current lesson plan was not available 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: 12/8/2017

Recited on 12/6/2017

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

Technical Assistance

Technical Assistance

591-1-1-.12(4) - Center will ensure that all equipment and furniture is anchored to prevent any injuries.

Correction Deadline: 12/6/2017

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

Met

Comment

No Swimming Activities Provided

Facility

591-1-1-.19 License Capacity(CR)	Met
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Correction Deadline: 3/21/2017

Corrected on 12/6/2017

.19(1) - Citation observed corrected on this date.

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

Observation-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)	Met
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Comment

Observation-Clean/Good Repair

Health and Hygiene

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

Diapering requirements discussed

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

Observed-Proper Hand Washing Throughout

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

Center does not dispense medication at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Met
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Correction Deadline: 3/31/2017

Corrected on 12/6/2017

.21(3) - Citation observed corrected on this date.

Safety

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

Observed-Discussion/Redirection

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

No Routine Transportation Provided

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 a crib was observed not to 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: 12/6/2017

Staff Records

591-1-1-.09 Criminal Records Check(CR)**Met****Correction Deadline: 3/22/2017****Corrected on 12/6/2017****.09(1)(g) - Citation observed corrected on this date.**

591-1-1-.14 First Aid & CPR**Met****Correction Deadline: 3/31/2017****Corrected on 12/6/2017****.14(3) - Citation observed corrected on this date.**

591-1-1-.33 Staff Training**Defer****Defer**

591-1-1-.33(5)-Training will be reviewed in 2018.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2017

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

Lead staff education requirements

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Correction Deadline: 3/21/2017****Corrected on 12/6/2017****.32(3)(a) - Citation observed corrected on this date.**

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

Observed-Adequate Supervision