



**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:** 12/10/2018 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:55 AM **Departure:** 1:15 PM

**CCLC-36648**

**Gifted Hands Learning Tree Academy**

2404 US Hwy 80 Garden City, GA 31408 Chatham County  
 (912) 239-6767 giftedhandslearningtreeacademy@gmail.com

**Regional Consultant**

Haley Carwile  
 Phone: (229) 317-9868  
 Fax: (229) 317-9865  
 haley.carwile@dec.al.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
12/10/2018	Complaint Investigation & Monitoring Visit	Good Standing
12/10/2018	Complaint Closure	Good Standing
06/05/2018	Licensing Study	Good Standing

**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.

**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	One Year Olds and Two Year Olds	2	6	C	9	C	NA	NA	Nap,Art	
Main	B		0	0	C	7	C	NA	NA		
Main	C	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	1	13	NC	9	NC	NA	NA	Art	
Main	D		0	0	C	6	C	NA	NA		
Total Capacity @35 sq. ft.:			25		Total Capacity @25 sq. ft.:		0		Building capacity limited by Insufficient Toilets/Sinks		
Total # Children this Date:			19		Total Capacity @35 sq. ft.:		25		Total Capacity @25 sq. ft.:		0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	9	C
Main	Playground B	48	C

**Comments**

Plan of Improvement: Developed This Date 12/10/2018

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](mailto: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](mailto:qualityrated@decal.ga.gov)

LaTosha Brown, Program Official

Date

Haley Carwile, Consultant

Date



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### Findings Report

**Date:** 12/10/2018 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:55 AM **Departure:** 1:15 PM

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The following information is associated with a Monitoring Visit:

**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)**

**N/A**

**Comment**

Center does not provide swimming activities.

**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 observation that there were thirteen children in care in Room C, which is licensed for nine children. A staff member moved the two-year-old children to Room B after consultant's arrival.

**POI (Plan of Improvement)**

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

**Correction Deadline: 12/10/2018**

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

**Not Met**

**Correction Deadline: 7/5/2018**

**Corrected on 12/10/2018**

**.25(11) - Observed corrected on this date.**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that in Room A the entrance door to the room was peeling paint and accessible to the children in care.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 12/24/2018**

**Recited on 12/10/2018**

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

**Technical Assistance**

591-1-1-.26(9) - Discussed with director concerning the acorns throughout the playground. Please ensure children are supervised and do not put them in their mouths.

**Correction Deadline: 12/10/2018**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition** **Met**

**Correction Deadline: 6/5/2018**

**Corrected on 12/10/2018**

**.15(3) - Observed bottles labeled and dated on this date.**

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**Health and Hygiene**

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **Not Evaluated**

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**Finding**

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 review of files that four children that are transported daily did not have a written parental authorization at the center as required.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 12/11/2018**

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<b>Sleeping &amp; Resting Equipment</b>
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**Finding**

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation that in Room A two one-year-old children were sleeping in bouncy seats and not in a crib as required.

**POI (Plan of Improvement)**

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

**Correction Deadline: 12/10/2018**

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<b>Staff Records</b>
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**Comment**

Director provided two files for employees hired since last visit.

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of files and the director's statement that a staff member hired in December 2018 had not submitted for fingerprints as required.

**POI (Plan of Improvement)**

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**Correction Deadline: 12/10/2018**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of files that a staff member that was hired in December 2018 did not have a criminal records check on file as required.

**POI (Plan of Improvement)**

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

**Correction Deadline: 12/10/2018**

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**591-1-1-.14 First Aid & CPR**

**Met**

**Correction Deadline: 7/5/2018**

**Corrected on 12/10/2018**  
**.14(1) - Observed corrected.**

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**591-1-1-.24 Personnel Records**

**Met**

**Correction Deadline: 6/10/2018**

**Corrected on 12/10/2018**  
**.24(1) - Observed a file for all staff on this date.**

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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 review of staff files that multiple staff members had not completed the health and safety training in a timely manner as required.

**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: 12/24/2018**

**Recited on 12/10/2018**

**Correction Deadline: 7/5/2018**

**Corrected on 12/10/2018**  
**.33(5) - Observed corrected.**

**Defer**

591-1-1-.33(6)-Will review annual training for 2018 during the first fiscal visit of 2019 as required.

**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: 7/5/2018**

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**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 review of staff files that one staff member did not meet the educational requirements to be a lead teacher.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 12/24/2018**

**Recited on 12/10/2018**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Not Met**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined that upon consultant's arrival, two-year-old children were observed to be housed with children three years of age and older in Room C.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 12/10/2018**

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

**Comment**

Adequate supervision observed on this date.