



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: 5/27/2020 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 12:15 PM

CCLC-1020

Fort Daniel Children's Academy

2730 Braselton Hwy. Dacula, GA 30019 Gwinnett County
 (770) 932-6200 Ftdaniel@fdca.comcastbiz.net

Regional Consultant

Margarita Collier

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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.
05/27/2020	Licensing Study	Good Standing	
08/26/2019	Monitoring Visit	Good Standing	
08/14/2019	Complaint Investigation 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	1L	Infants	2	5	C	16	C	NA	NA	Nap, Free Play, Floor Play
Main	1R	Three Year Olds	1	8	C	20	C	NA	NA	Nap
Main	2L	One Year Olds	2	10	C	17	C	NA	NA	Nap
Main	2R	Three Year Olds and Four Year Olds	1	9	C	16	C	NA	NA	Nap, Transitioning
Main	3L	Two Year Olds	1	9	C	14	C	NA	NA	Nap
Main	3R	Four Year Olds and Five Year Olds	1	13	C	16	C	NA	NA	Outside, Transitioning
Main	4L		0	0	C	26	C	NA	NA	
Main	4R	Five Year Olds and Six Year Olds and Over	1	12	C	24	C	NA	NA	Outside
Main	Center	Six Year Olds and Over	2	14	C	27	C	NA	NA	Circle Time
Main	Dining		0	0	C	30	C	NA	NA	
Total Capacity @35 sq. ft.: 206						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 80			Total Capacity @35 sq. ft.: 206			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A Left side	34	C
Main	PG Right Side	88	C

Comments

An Administrative Review was conducted on May 27, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 25, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/27/2020

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.dec.state.ga.us/CCS/Regulations.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@dec.state.ga.us.

- 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.state.ga.us/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.dec.state.ga.us/>

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.state.ga.us

LaNita Ricks, Program Official

Date

Margarita Collier, 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-.12 Equipment & Toys(CR)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

Discussed rotating toys to support the procedures of daily disinfecting.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

Comment

Parent authorizations obtained/completed.

Technical Assistance

Please ensure that the parents and/or guardians update the following information in the children's records as needed:

- Parents personal and work contact information (i.e. address and telephone number)
- Release to persons' names and contact information (i.e. address and telephone number)
- Emergency contact persons' names and contact information (i.e. address and telephone number)
- Known allergies/medical conditions
- Immunization Certificates

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Comment**

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please monitor bathrooms for necessary supplies.

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**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Comment

Center appears clean and well maintained.

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

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

Food Service

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff stated proper handwashing procedures for staff and children.

591-1-1-.20 Medications(CR)**Technical Assistance****Technical Assistance**

Consultant discussed proper medication documentation and procedures with the director.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Evaluated****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Technical Assistance****Technical Assistance**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

591-1-1-.13 Field Trips(CR)**Technical Assistance****Comment**

Center does not participate in field trips at this time.

Technical Assistance

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

591-1-1-.36 Transportation(CR)**Not Met****Technical Assistance**

Please ensure that all staff members responsible for transportation services (i.e. bus driver, director, teachers, etc.) complete the required transportation training every two years.

Comment

The consultant observed a current annual vehicle inspection report for the following vehicles:

- Tag # EHP512 - Expires August 15, 2020
- Tag # PB6105 - Expires August 27, 2020

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that staff member #4, date of hire October 17, 2011, did not have evidence of a current transportation certificate on file. Staff member #4's transportation training expired on April 19, 2020.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 6/6/2020

Sleeping & Resting Equipment

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

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 12 Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 08/01/2016	
Staff # 2	Met
Date of Hire: 08/15/2018	
Staff # 3	Met
Date of Hire: 08/27/2013	
Staff # 4	Not Met
Date of Hire: 10/17/2011	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 5	Met
Date of Hire: 05/13/2002	
Staff # 6	Met
Date of Hire: 04/06/2018	
Staff # 7	Met
Date of Hire: 05/01/1995	
Staff # 8	Met

Records Reviewed: 12**Records with Missing/Incomplete Components: 1**

Date of Hire: 05/01/1995

Staff # 9 Met

Date of Hire: 07/01/2019

Staff # 10 Met

Date of Hire: 11/01/2002

Staff # 11 Met

Date of Hire: 10/08/2018

Staff # 12 Met

Date of Hire: 10/08/2018

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on August 26, 2019.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The consultant observed 15 of 15 staff members to have evidence of a current satisfactory comprehensive criminal record check letter on file.

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

Consultant discussed the first aid and CPR training requirements with the director. First aid and CPR training courses that online courses only does not meet the rule requirements for child care learning centers.

591-1-1-.33 Staff Training**Technical Assistance****Comment**

Documentation observed of required staff training.

Technical Assistance

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

591-1-1-.31 Staff(CR)**Technical Assistance****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

Technical Assistance

Please ensure to monitor the expiration dates of the lead teachers' Child Development Associate (CDA) and ensure that all staff members submit the required documents to receive an updated certificate as needed.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Technical Assistance

Technical Assistance

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.