



**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:** 2/19/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 11:50 AM **Departure:** 2:15 PM

**CCLC-1100**

**Austell Learning Academy**

2081 Mesa Valley Way Austell, GA 30106 Cobb County  
 (770) 948-2020 info@austelllearningacademy.com

**Regional Consultant**

Alison Benson

Phone: (866) 369-6921

Fax: (866) 370-1204

alison.benson@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
02/19/2019	Complaint Investigation & Monitoring Visit	Good Standing	
12/28/2018	Complaint Closure	Good Standing	
12/19/2018	Licensing Study	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	Rm A-1L	Infants	1	4	C	15	C	NA	NA	Nap, Floor Play
Main	Rm B- 1L (2nd Room)	One Year Olds and Two Year Olds	2	15	C	15	C	NA	NA	Nap
Main	Rm C- 3L		0	0	C	13	C	NA	NA	
Main	Rm E- Back L	Three Year Olds	2	13	C	28	C	39	C	Nap
Main	Rm F- Far Back L	PreK	1	11	C	21	C	30	C	Nap
Main	Rm G- Middle Far Back	Four Year Olds and Six Year Olds and Over	1	17	C	28	C	NA	NA	Lunch
Main	Rm H- 5R		0	0	C	19	C	NA	NA	
Main	Rm I- 4R		0	0	C	22	C	NA	NA	
Main	Rm J- 3R	Two Year Olds	1	8	C	22	C	NA	NA	Nap
Main	Rm K- 2R	Two Year Olds	1	8	C	22	C	NA	NA	Nap
Main	Rm L- 1R		0	0	C	23	C	NA	NA	
Total Capacity @35 sq. ft.: 228					Total Capacity @25 sq. ft.: 257					
Total # Children this Date: 76					Total Capacity @25 sq. ft.: 257					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	8	C
Main	B	97	C
Main	C	46	C
Main	D	34	C

## Comments

Fingerprint letter observed for one staff person hired since last visit.

Plan of Improvement: Developed This Date 02/19/2019

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.dec.state.ga.us/CCS/RuleAndRegulations.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Marie Mackall, Program Official

Date

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Alison Benson, 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-.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.

### Children's Records

**Records Reviewed: 3**

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

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of children's records, one of three records did not include the release person's address.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 3/5/2019**

**Recited on 2/19/2019**

<b>Facility</b>
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**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)****Met****Comment**

No hazards observed accessible to children on this date.

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

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

<b>Health and Hygiene</b>
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**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**

Proper hand washing was observed.

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

Per director, no medication is being dispensed at this time.

<b>Policies and Procedures</b>
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Correction Deadline: 1/2/2019

Corrected on 2/19/2019

.21(3) - Completed Fire Drill documentation was observed for the months of December 2018, and January 2019.

**Safety**

## 591-1-1-.11 Discipline(CR)

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

## 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****Records Reviewed: 21****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 02/09/2009	
Staff # 2	Met
Date of Hire: 03/01/2013	
Staff # 3	Met
Date of Hire: 07/28/2014	
Staff # 4	Met
Date of Hire: 04/15/2016	
Staff # 5	Met
Date of Hire: 08/28/2013	
Staff # 6	Met
Date of Hire: 05/13/2013	
Staff # 7	Met
Date of Hire: 04/04/2017	
Staff # 8	Met

**Records Reviewed: 21****Records with Missing/Incomplete Components: 0**

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Date of Hire: 10/06/2014

Staff # 9

Met

Date of Hire: 05/17/2013

Staff # 10

Met

Date of Hire: 10/29/2018

Staff # 11

Met

Date of Hire: 11/18/2013

Staff # 12

Met

Date of Hire: 07/24/2017

Staff # 13

Met

Date of Hire: 02/27/2017

Staff # 14

Met

Date of Hire: 01/14/2019

Staff # 15

Met

Date of Hire: 03/02/2016

Staff # 16

Met

Date of Hire: 02/28/2011

Staff # 17

Met

Date of Hire: 10/30/2013

Staff # 18

Met

Date of Hire: 08/28/2018

Staff # 19

Met

Date of Hire: 01/04/1996

Staff # 20

Met

Date of Hire: 03/13/2017

Staff # 21

Met

Date of Hire: 08/20/2018

**Staff Credentials Reviewed: 21**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met**

**Correction Deadline: 12/20/2018**

**Corrected on 2/19/2019**

**.09(1)(d) - Criminal Records were observed for all staff.**

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

**Not Met**

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on review of staff records, the current director does not have the proper credentials.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

After speaking with the director it was determined that she thought she took the correct training for the director's training. Consultant confirmed with trainer that it was not the correct training.

**Correction Deadline: 3/5/2019**

**Recited on 2/19/2019**

<b>Staffing and Supervision</b>
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**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**

591-1-1-.32 - Discussed proper supervision procedures with director on this date.