



**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:** 1/3/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 8:45 AM    **Departure:** 1:45 PM

**CCLC-13528**

**Mayo Academy, Inc.**

418 Andrews Road Columbus, GA 31903 Muscogee County  
 (706) 507-0586 mayoacademy@yahoo.com

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<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.
01/03/2019	Complaint Closure	Good Standing	
01/03/2019	Complaint Investigation & Licensing Study	Good Standing	
08/20/2018	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
Bldg 1	Room C - Toddler		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.: 7			Total Capacity @25 sq. ft.: 0							
Bldg. 1	Room B		0	0	C	7	C	NA	NA	
Bldg. 1	Room D		0	0	C	11	C	NA	NA	
Bldg. 1	Room E	One Year Olds and Two Year Olds	1	5	C	12	C	NA	NA	Diapering, Center s, Free Play
Bldg. 1	Room F		0	0	C	10	C	NA	NA	
Bldg. 1	Room G		0	0	C	12	C	NA	NA	
Total Capacity @35 sq. ft.: 52			Total Capacity @25 sq. ft.: 0							
Bldg. I	Room A		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.: 7			Total Capacity @25 sq. ft.: 0							
Bldg. II	Left		0	0	C	19	C	NA	NA	
Bldg. II	Middle	Six Year Olds and Over	2	14	C	23	C	NA	NA	Story
Bldg. II	Right	Three Year Olds and Four Year Olds	1	9	C	19	C	NA	NA	Free Play, Story
Total Capacity @35 sq. ft.: 61			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 28		Total Capacity @35 sq. ft.: 127		Total Capacity @25 sq. ft.: 0						

**Comments**

The consultant reviewed and discussed the compliance and determination worksheet on this date.

Plan of Improvement: Developed This Date 01/03/2019

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/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](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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Carolyn Thomas, Program Official

Date

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Penny Svenson, Consultant

Date



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### Findings Report

**Date:** 1/3/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 8:45 AM    **Departure:** 1:45 PM

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The following information is associated with a Licensing Study 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 based on observation that current lesson plans were not posted in the classrooms 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: 1/3/2019**

**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)**

**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

**Records Reviewed: 5**

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

Child # 4

Met

Child # 5

Met

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

**Technical Assistance**

**Technical Assistance**

The consultant discussed with the director to ensure records are updated annually.

**Correction Deadline: 1/3/2019**

**Facility**

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**591-1-1-.06 Bathrooms**

**Not Met**

**Finding**

591-1-1-.06(6) requires Center Staff to equip bathrooms with soap, toilet tissue and single-use towels or cloth towels used only once between launderings. It was determined based on observation that there was not soap present in Building II in the Middle classroom and children were present in the classroom.

**POI (Plan of Improvement)**

The Center will provide all required supplies and will train and monitor Staff to ensure that supplies are available in bathrooms. Cloth towels will be used only once between laundering.

**Correction Deadline: 1/3/2019**

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that these items were present in an unlocked cabinet and were accessible to children and a hazard was posed:

Room D (one and two-year-old children): Lysol, Clorox and water in a spray bottle, Clorox Wipes, and plastic grocery bags

Room G (school age children were present upon arrival at the center): Pile Drive Carpet Stain Remover, Spray bottle with blue cleaning solution and trash bags

Further, in Room G there were two extension cords present with numerous pieces of equipment plugged into the outlets on the extension cords and there was also a cable present that was hanging out of the ceiling in the front left corner and a strangulation hazard was present to children.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 1/3/2019**

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

**Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence was not attached at six poles that secured the fence and there were gaps present that measured from five inches up to eight inches and an entrapment hazard was posed for children.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 1/3/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that there was not a current menu posted as required.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 1/3/2019**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that a child's hands were not washed after the child came in contact with bodily fluids. Further, there was no soap present in the school-age classroom and the children were not able to wash their hands at the required times.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 1/3/2019**

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

The Provider currently does not dispense or administer medication.

<b>Organization</b>
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**591-1-1-.37 Inspections & Investigations****Met****Correction Deadline: 8/20/2018****Corrected on 1/3/2019****The correction was observed on this date.****Safety**

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

Center does not keep animals on premises.

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

Age-appropriate discussion and redirection were observed by the consultant on this date.

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

Center does not participate in field trips at this time.

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

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 a review of records that the transportation logs for November 26, 2018 through November 30, 2018, December 3, 2018 through December 7, 2018, December 10, 2018 through December 14, 2018 and December 17, 2018 through December 21, 2018 were provided by a staff member to the consultant and there were no times listed for departure, arrival or return and it was undetermined how long children were present on the vehicle.

**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. The consultant will inform the shuttle company hired by the center to follow Bright From the Start Rules and Regulations.

**Correction Deadline: 1/4/2019****Finding**

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 a review of records that the first check of the vehicle was not completed and there were no signatures on the form to verify the vehicle was checked for the transportation logs for the weeks of November 26, 2018 through November 30, 2018, December 3, 2018 through December 7, 2018, December 10, 2018 through December 14, 2018 and December 17, 2018 through December 21, 2018.

**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: 1/4/2019**

**Finding**

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 a review of records that the second check of the vehicle was not completed and there were no signatures on the form to verify the vehicle was checked for the transportation logs for the weeks of November 26, 2018 through November 30, 2018, December 3, 2018 through December 7, 2018, December 10, 2018 through December 14, 2018 and December 17, 2018 through December 21, 2018.

**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: 1/3/2019**

**Sleeping & Resting Equipment**

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

**Technical Assistance**

**Technical Assistance**

The consultant discussed with the director to ensure that blankets used for children are stored individually, or laundered daily.

**Correction Deadline: 1/3/2019**

**Staff Records**

**Records Reviewed: 8**

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

Staff # 1	Not Met
Date of Hire: 06/21/2001	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 2	Met
Date of Hire: 05/25/2017	
Staff # 3	Met
Date of Hire: 07/19/2007	
Staff # 4	Met
Date of Hire: 09/15/2017	
Staff # 5	Met
Date of Hire: 07/23/2012	
Staff # 6	Met
Date of Hire: 05/19/2014	
Staff # 7	Met



**Records Reviewed: 8**

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

Date of Hire: 06/21/2001

Staff # 8

Met

Date of Hire: 05/15/2007

**Staff Credentials Reviewed: 8**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

**Met**

**Correction Deadline: 9/19/2018**

**Corrected on 1/3/2019**

**The correction was observed on this date.**

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

**Not Met**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff member did not complete ten (10) clock hours of Bright From the Start approved on-going training 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: 2/2/2019**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<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.

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

**Met**

**Comment**

Adequate supervision observed on this date.