



**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:** 10/10/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 1:00 PM **Departure:** 5:15 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

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penny.svenson@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
10/10/2019	Complaint Investigation & Monitoring Visit	Good Standing
10/10/2019	Complaint Closure	Good Standing
01/03/2019	Complaint Closure	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
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	One Year Olds	1	6	C	7	C	NA	NA	Nap
Bldg. 1	Room D	Two Year Olds	1	11	NC	11	C	NA	NA	Transitioning, Nap
Bldg. 1	Room E	Infants	1	6	C	12	C	NA	NA	Free Play, Nap
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	Infants and One Year Olds	1	7	C	7	C	NA	NA	Free Play, Nap
Total Capacity @35 sq. ft.: 7			Total Capacity @25 sq. ft.: 0							
Bldg. II	Left	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	19	C	19	C	NA	NA	Transitioning, Homework, Free Play
Bldg. II	Middle	Five Year Olds and Six Year Olds and Over	1	23	C	23	C	NA	NA	Transitioning
Bldg. II	Right	Three Year Olds	1	15	C	19	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 61			Total Capacity @25 sq. ft.: 0							

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Total # Children this Date: 87

Total Capacity @35 sq. ft.: 127

Total Capacity @25 sq.  
ft.: 0

<b>Building</b>	<b>Playground</b>	<b>Playground Occupancy</b>	<b>Playground Compliance</b>
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**Comments**

The consultant reviewed and discussed the Compliance and Determination Worksheet on this date.

Plan of Improvement: Developed This Date 10/10/2019

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/ChildCare/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.

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**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.

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**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:** 10/10/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 1:00 PM **Departure:** 5:15 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

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

**Corrected on 10/10/2019**

**The correction was observed on this date. Current lesson plans were posted.**

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

**Not Met**

#### **Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultant observation that there were two drawer storage containers stacked on top of each other in the infant classroom and a fall hazard was posed.

#### **POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 10/10/2019**

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

**Met**

#### **Comment**

Center does not provide swimming activities.

### Facility

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

**Met**

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

**Corrected on 10/10/2019**

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

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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(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on consultant observation that in the right room in building II there was a cracked floor tile directly inside the door next to the tables and the floor covering wasn't smooth.

**POI (Plan of Improvement)**

Floors will be maintained to be safe and sanitary.

**Correction Deadline: 11/9/2019****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 on top of the cubbies and were accessible to children and a hazard was posed:

Members Mark Floor Cleaner and Ajax.

**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: 10/10/2019****Recited on 10/10/2019**

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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 ties on the sixth through eleventh panel were not present and up to a nine inch gap was present and an entrapment hazard was posed. Further the fenced area around the gas meter was loose and the meter was accessible to 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: 10/14/2019****Recited on 10/10/2019**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant observation that these hazards were present on the playground:

The fifth board on the ramp that led to the playground from the red door on the far end of the center was broken and loose. Further there was a piece of wood that was painted green that was broken on the right side of the ramp and there was an exposed nail.

Red bricks and rocks were present throughout the front half of the play area and posed a tripping hazard and sharp edges were present.

The blue tunnel was not adhered to the frame.

The red tunnel was cracked and split and sharp edges were present.

Black plastic was present next to the multi-colored car train and a tripping hazard was posed.

The top rails on the multi-colored car train had rust present.

Roots were present next to the multi-colored car train.

The bottom base of the red airplane was cracked on the right side and the two bolts were backed out of the equipment.

There were two brown wooden benches that were loose and the brown bench closest to the play equipment had an exposed screw present.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 10/17/2019**

**Food Service**

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

**Met**

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

**Corrected on 10/10/2019**

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

**Health and Hygiene**

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

**Met**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

**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 consultant observation that a staff member did not wash the hands of a toddler after they were diapered.

**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: 10/10/2019**

**Recited on 10/10/2019**

**Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on consultant observation that a staff member put gloves on to change a child and the staff member did not change their gloves after the child was changed and the staff member washed their hands with the gloves on for a total of five seconds.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 10/10/2019**

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

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

Please be mindful of voice tone in redirecting children.

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

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

**Corrected on 10/10/2019**

**The correction was observed on this date. Times for departure were noted. The consultant discussed with the director to ensure accurate times were listed on vehicle transportation forms.**

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

**Corrected on 10/10/2019**

**The correction was observed on this date. All required signatures were present.**

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

**Corrected on 10/10/2019**

**The correction was observed on this date. All required signatures were present.**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on consultant observation that children only had one sheet or blanket on this date and not both as required.

**POI (Plan of Improvement)**

The Center will ensure that a light cover is available for each child and will meet the requirements for laundering.

**Correction Deadline: 10/10/2019**

**Records Reviewed: 10**

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

Staff # 1	Met
Staff # 2	Met
Date of Hire: 05/20/2019	
Staff # 3	Met
Staff # 4	Not Met
Date of Hire: 10/10/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 5	Met
Date of Hire: 10/10/2019	
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met

**Staff Credentials Reviewed: 2**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**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 a review of records that a potential staff member was present and in direct supervision of children and the staff member didn't have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child was present for care.



**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

**Correction Deadline: 10/10/2019**

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

**Met**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

**Technical Assistance**

**Technical Assistance**

The consultant discussed with the director that a personnel file should be maintained on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation.

**Correction Deadline: 10/15/2019**

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

**Met**

**Correction Deadline: 2/2/2019**

**Corrected on 10/10/2019**

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

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Not Met**

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on consultant observation that there were 11 two-year-old children present to one staff member and another staff member was required.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 10/10/2019**

**Comment**

Adequate supervision observed on this date.