



**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:** 9/28/2017    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 12:00 PM

**CCLC-13528**

**Mayo Academy, Inc.**

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

**Regional Consultant**

Penny Svenson

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**Mailing Address**

Same

<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.
09/28/2017	Licensing Study	Good Standing	
03/01/2017	Licensing Study	Good Standing	
10/14/2016	Complaint Closure	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	Infants and One Year Olds	1	6	C	7	C	NA	NA	Floor Play	
Bldg. 1	Room D	Two Year Olds	1	6	C	11	C	NA	NA	Transitioning	
Bldg. 1	Room E		0	0	C	12	C	NA	NA		
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		0	0	C	23	C	NA	NA		
Bldg. II	Right	Three Year Olds	1	7	C	19	C	NA	NA	Story	
Total Capacity @35 sq. ft.: 61						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 19		Total Capacity @35 sq. ft.: 127			Total Capacity @25 sq. ft.: 0						

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

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).

 **Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



**Sign up Today!**  
[www.qualityrated.decga.gov](http://www.qualityrated.decga.gov)  
 Any Licensed Program Eligible to Participate  
**Free** Approved Training  
**Free** Technical Assistance  
 Eligible for \$1,000 Materials Mini Grant  
 1, 2, 3 Star Rated Programs Receive Bonus Packages  
 Great Marketing Tool  
 Raises the Bar in Child Care  
 For More Information:  
 Email: [QualityRated@decga.gov](mailto:QualityRated@decga.gov) or Call: 855-800-7747

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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

\_\_\_\_\_  
Carolyn Thomas, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Penny Svenson, Consultant

\_\_\_\_\_  
Date



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### Findings Report

**Date:** 9/28/2017    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 12:00 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment****591-1-1-.12 Equipment & Toys(CR)****Met****Comment**

Observed-Variety Throughout Center

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

No Swimming Activities Provided

**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****Met****Comment**

Parent Authorizations Obtained/Completed

**Evening Care**

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**591-1-1-.32 Staffing/Supervision(CR)****Met****Comment**

Evening care requirements met.

**Facility**

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

Licensed Capacity Routinely Met

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Correction Deadline: 3/1/2017****Corrected on 9/28/2017****Correction was observed on this date.****Correction Deadline: 3/1/2017****Corrected on 9/28/2017****Correction was observed on this date.**

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**591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 3/3/2017****Corrected on 9/28/2017****Correction was observed on this date.****Correction Deadline: 3/2/2017****Corrected on 9/28/2017****Correction observed on this date.****Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Correction Deadline: 3/1/2017****Corrected on 9/28/2017****Correction observed on this date.**

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

Ensure Storage in Airtight Containers

**Health and Hygiene**

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

Staff Stated Proper Knowledge

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**591-1-1-.17 Hygiene(CR)****Met****Correction Deadline: 3/1/2017****Corrected on 9/28/2017****Correction was observed on this date.**

**Correction Deadline: 3/1/2017**

**Corrected on 9/28/2017**  
**Correction was observed on this date.**

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

**Correction Deadline: 3/1/2017**

**Corrected on 9/28/2017**  
**Correction observed on this date. Assistant Director stated no medications administered since last visit.**

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices** **Met**

**Correction Deadline: 3/1/2017**

**Corrected on 9/28/2017**  
**Correction was observed on this date.**

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

**Comment**  
Discussed-Reporting Requirements

<b>Safety</b>
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**591-1-1-.05 Animals** **Met**

**Comment**  
No Animals Kept

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

**Comment**  
Observed-Discussion/Redirection

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

**Comment**  
No Field Trips at This Time

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

Correct number of mats; disinfecting discussed

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**Staff Records**

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**Records Reviewed: 10****Records with Missing/Incomplete Components: 1**

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Staff # 1	Met
Date of Hire: 06/21/2001	
Staff # 2	Met
Date of Hire: 05/25/2017	
Staff # 3	Met
Date of Hire: 07/19/2007	
Staff # 4	Met
Date of Hire: 05/26/2017	
Staff # 5	Met
Date of Hire: 09/15/2017	
Staff # 6	Met
Date of Hire: 07/23/2012	
Staff # 7	Met
Date of Hire: 05/19/2014	
Staff # 8	Met
Date of Hire: 06/21/2001	
Staff # 9	Not Met
Date of Hire: 12/03/2015	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 10	Met
Date of Hire: 05/15/2007	

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**Staff Credentials Reviewed: 10**

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**591-1-1-.09 Criminal Records Check(CR)** **Met**

**Comment**

Criminal Records Check complete

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

**Comment**

Observed-100% Certified First Aid & CPR

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**591-1-1-.33 Staff Training** **Not Met**

**Finding**

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of records two employees did not complete the full 10 hours of required annual training for 2016.

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 10 hours of annual training as required.

**POI (Plan of Improvement)**

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

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: 9/29/2017**

**Recited on 9/28/2017**

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**591-1-1-.31 Staff(CR)** **Not Met**

**Finding**

Previously Cited: 591-1-1-.31(1)(b) requires the Center to ensure the Director is at least 21 years of age and meets minimum academic requirements and qualifying child care experience. It was determined based on a review of records that the director did not have a credential to meet the requirements.

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 a review of records that the director did not have a credential to meet the requirement.

**POI (Plan of Improvement)**

Previously Cited: The Center will ensure the Director meets minimum qualifications as listed in the rules and documentation of qualifications is on file at the Center.

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

**Correction Deadline: 9/28/2017**

**Recited on 9/28/2017**

**Finding**

Previously Cited: 591-1-1.31(2)(b) requires teachers/lead caregivers to meet minimum qualifications. It was determined based on a review of records that three lead teachers did not have a credential to meet the requirements.

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 a review of records that one lead teacher did not have a credential to meet the requirements.

**POI (Plan of Improvement)**

Previously Cited: The Center will ensure that teachers/lead caregivers meet minimum qualifications.

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

**Correction Deadline: 9/28/2017**

**Recited on 9/28/2017**

**Staffing and Supervision**

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision