



**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:** 2/14/2018    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 5:00 PM

**CCLC-14431**

**Suwanee Sports Academy**

3640 Burnette Rd. Suwanee, GA 30024 Gwinnett County  
(678) 541-0287 mrooks@ssasports.com

**Regional Consultant**

Stacy Whitten

Phone: (770) 405-7920

Fax: (404) 478-8021

stacy.whitten@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
02/14/2018	Licensing Study	Good Standing	
09/20/2017	Monitoring Visit	Good Standing	
05/16/2017	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
Main	1L (Gym)	Six Year Olds and Over	8	110	C	712	C	NA	NA	Floor Play
Main	2R in Gym		0	0	C	21	C	NA	NA	
Main	4R in Gym		0	0	C	0	C	NA	NA	
Main	Back (My Sport/ Hwk Room)		0	0	C	80	C	NA	NA	
Main	Cafeteria		0	0	C	44	C	NA	NA	
Total Capacity @35 sq. ft.: 857						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 110			Total Capacity @35 sq. ft.: 857			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	37	C

**Comments**

The purpose of this visit was to conduct a Licensing Study.

Plan of Improvement: No Plan Developed

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.

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.al.ga.gov](mailto:CCSRefutations@dec.al.ga.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://dec.al.ga.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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

Morgan Rooks, Program Official

Date

Stacy Whitten, Consultant

Date



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### Findings Report

**Date:** 2/14/2018    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 5:00 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**

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.

### Facility

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

**Met**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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)**

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Food Service

**Technical Assistance**

Consultant discussed with provider to ensure and create a menu to adequately meet the required USDA feeding guidelines for childcare center. Information was left with the provider for the USDA guidelines on the date of this visit.

**Correction Deadline: 2/14/2018**

**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 an observation that the provider does not currently post a menu for the snacks served daily to the children in the program.

**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: 2/14/2018**

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

No diapered children are enrolled.

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**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 children who arrived from vehicles for the afterschool program did not wash their hands upon arrival and before eating snack.

**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: 2/14/2018**

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

Documentation for medication dispensing observed complete.

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<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the provider did not have evidence of completing the required monthly fire drills for the months of January, March, April, May, June, July, August, September, November and December of 2017. It was also determined based on a review of records that the provider did not have evidence of completing the required tornado drills for 2017. Consultant discussed emergency drill procedures with the provider and left a copy of the Emergency Drills Form for reference on this date.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 2/19/2018**

**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Consultant observed transportation on the date of this visit.

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that there was not evidence of an unload check for one out of 10 children on a routine transportation trip from Parson Elementary during the week of January 22-26, 2018.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 2/15/2018**

**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 there was not evidence of the departure time from the center on a routine transportation trip to Suwanee Elementary during the week of January 22-26,2018, and there was also not evidence of the departure time from the center on a routine transportation trip to Roberts Elementary during the week of January 22-26, 2018.

**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.

**Correction Deadline: 2/15/2018**

**Sleeping & Resting Equipment**

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

Provider does not participate in nap time activities.

**Comment**

Provider is not caring for infants.

<b>Staff Records</b>
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**Records Reviewed: 9****Records with Missing/Incomplete Components: 2**

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Staff # 1 Not Met

Date of Hire: 06/23/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 2 Not Met

Date of Hire: 01/09/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 3 Met

Date of Hire: 02/13/2017

Staff # 4 Met

Date of Hire: 03/30/2015

Staff # 5 MetStaff # 6 Met

Date of Hire: 10/19/2015

Staff # 7 Met

Date of Hire: 03/13/2015

Staff # 8 Met

Date of Hire: 09/16/2015

Staff # 9 Met

Date of Hire: 02/17/2017

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**Staff Credentials Reviewed: 9**

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

Criminal records checks were observed to be complete.

**Comment**

Director provided one file(s) for employees hired since last visit.

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

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that two out of nine employees hired more than 90 days ago did not have evidence of completing the required health and safety training orientation.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 3/16/2018**

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

Lead staff education requirements are met.

<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)****Technical Assistance****Comment**

Adequate supervision observed on this date.

**Technical Assistance**

Consultant discussed with provider to monitor and maintain watchful oversight in the homework room, as the children arrive from the vans each day and transition into the gym area.