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: 11/1/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 4:25 PM

CCLC-23214

Ivy League Academy

1607 Peachtree Pkwy Cumming, GA 30041 Forsyth County
(770) 889-7452 hemalsu@yahoo.com

Regional Consultant

Margaret Pringle

Phone: (404) 985-6259
Fax: (678) 913-0625
margaret.pringle@decal.ga.gov

Mailing Address
1607 Peachtree Pky
Cumming, GA 30041

Quality Rated: ★ ★

Compliance Zone Designation		
11/01/2018	Licensing Study	Good Standing
02/13/2018	Monitoring Visit	Good Standing
09/20/2017	Licensing Study	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
Building 1	1L		0	0	C	32	C	NA	NA	
Building 1	1R	Two Year Olds	2	8	C	21	C	NA	NA	Nap
Building 1	2L Back	PreK	2	16	C	25	C	NA	NA	Circle Time
Building 1	2L Front	PreK	2	17	C	29	C	NA	NA	Transitioning
Building 1	2R	Infants	1	8	C	23	C	NA	NA	Nap
Building 1	3L	Three Year Olds	2	11	C	27	C	NA	NA	Transitioning
Building 1	4L	Four Year Olds	2	18	C	27	C	NA	NA	Circle Time
		Total Capacity @35 sq. ft.: 184				Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 78		Total Capacity @35 sq. ft.: 184				Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Right Side	58	C

Comments
A licensing visit was conducted on this date.

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.decal.ga.gov/CCS/RulesAndRegulations.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@decal.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://decal.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)

QUALITY RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

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.decal.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@decal.ga.gov

Hemal Subbarao, Program Official Date

Margaret Pringle, Consultant Date

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Findings Report

Date: 11/1/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 4:25 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance
591-1-1-.12(4) - Please ensure the televisions and stereo equipment is attached to the bookcase being used.
Correction Deadline: 10/31/2018

Technical Assistance
591-1-1-.12(5) - Please ensure a table and chairs are added to the upper front room serving walking toddlers.
Correction Deadline: 11/30/2018

Technical Assistance
591-1-1-.12(6) - Please ensure bookshelves are added to accommodate the toys/equipment in the upper front room being used to serve infants and one year old. The room was previously used as an office. The director will submit an amendment to add this room to the licensing capacity. The room was measured on this date. The following measurements were taken: 19.5 x 16.4=317 sq.ft (9). The room on this date was serving two infants and three one year old.
Correction Deadline: 11/30/2018

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

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 6 **Records with Missing/Incomplete Components: 3**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Records Reviewed: 6	Records with Missing/Incomplete Components: 3

Child # 2	Met
Child # 3	Not Met
"Missing/Incomplete Components"	
.08(2)-Immunization	
Child # 4	Not Met
"Missing/Incomplete Components"	
.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing	
Child # 5	Met
Child # 6	Met

591-1-1-.08 Children's Records **Not Met**

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 Consultant observation during the reviewing of files two of six files lacked known allergies information and one lacked emergency contact in an emergency and name and telephone number for primary source of health care.

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: 10/31/2018

Finding
591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence. It was determined based on Consultant observation during the reviewing of file, one of six files lacked evidence of age-appropriate immunizations on file.

POI (Plan of Improvement)
Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

Correction Deadline: 11/10/2018

Facility

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

Comment
Bathrooms observed to be clean and well maintained.

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) **Not Met**

Technical Assistance
591-1-1-.25(13) - Please ensure the following hazards are inacessible to the children: -
Ointment, scissors near the diaper changing table in the upper front infant room. (no child on the table at the time)
-Vacuum cleaner and Germ X in the after school room not in use at the time
-Broom, mop, vacuum cleaner, electrical cords accessible in the three's room.
-Vacuum cleaner in fours room.

Correction Deadline: 10/31/2018

Finding
591-1-1-.25(15) requires that any outside storage or equipment area be locked, separated from the children by a barrier or enclosure, and shall not be accessible to the children. It was determined based on Consultant observation that a pool house used for storage doors lacked a lock to prevent the children from having access.

POI (Plan of Improvement)
Center Staff will routinely check outside storage or equipment areas to ensure they are locked or otherwise inaccessible to children.

Correction Deadline: 10/31/2018

Finding
591-1-1-.25(6) requires each child's personal items to be kept in individually labeled cubbies, lockers or racks separated from articles used by other children. The spaces shall be accessible to the children to whom they are assigned. It was determined based on Consultant observation that the children personal items were not separated but laying on top of each other on the hooks in room serving the fours.

POI (Plan of Improvement)
The Center will provide each child with individually labeled and accessible storage.

Correction Deadline: 11/30/2018

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 Consultant observation that the following hazards were observed:
- A two to four inch gap between the fencing and the top pole on two back panel at the back left of the play area on the large playground.
-Several screw protrusion on the wooden fence gate on the infant/toddler play area.
-Chipped paint on several areas of the fencing surrounding the large playground.

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: 10/31/2018

Finding
591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on Consultant observation that the following hazards were observed on the equipment on the playground serving the three's and up:
-Splintered wood on both sides of the yellow slide attached to the large green and purple play structure; also chipped paint was observed on the platform of the structure.
- Splintered wood on the purple tree house structure.
- The bases of a purple and blue car and the helicopter were accessible creating a tripping hazard.
- Several pieces of equipment were encroaching upon the swing structure's front, back and side fall zones. (monkey bar climber, see saw, blue/red car)
-Chipped paint on the iron car and see saw piece of equipment.
-Rust on the swing chains.

Infant/toddler play area:
-Several pieces of equipment were encroaching upon each other in the fall zones.
-The base of the helicopter and blue car were accessible creating a tripping hazard.
-There was rust on the handle bar screws on the blue car .

POI (Plan of Improvement)
The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 11/10/2018

Finding
591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined, based on observation, that approximately one inch of resilient surface was present beneath climbing and swinging equipment on the large playground.

POI (Plan of Improvement)
The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 11/30/2018

Recited on 11/1/2018

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 the following hazards were observed on the play areas:
- Overgrown vegetation growing thru the fencing surrounding both playgrounds.
-Large overgrown mushroom accessible to the children on the infant/toddler play area.
-Exposed tree root on older children playground.
-Several pieces of PVC piping not being used in the older children play area.
-Several pieces of equipment dirty on the infant/toddler play area.

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: 10/31/2018

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **Not Met**

Technical Assistance
591-1-1-.10(1) - Please ensure windows are raised in diapering rooms for ventilation during diapering to prevent an odor in the room. The owner will determine if the center ventilation system runs on a timer.

Correction Deadline: 10/31/2018

Technical Assistance
591-1-1-.10(2) - Please ensure the diaper changing tables are adjacent to a sink in the diapering rooms.

Correction Deadline: 10/31/2018

Finding
591-1-1-.10(9) requires Center Staff to not use the area used for diapering for food preparation and to keep the diapering area clear of formulas, food, food utensils and food preparation items. It was determined based on observation that food preparation is in the same area of diapering in the upper front room serving infants and one year old. The following items were observed in the diapering area: spoons, sippy cups and a bottle brush.

POI (Plan of Improvement)
Center staff will be trained, specified areas will be available for food preparation and placement of food-related items, and the director will monitor.

Correction Deadline: 10/31/2018

591-1-1-.17 Hygiene(CR) **Met**

Comment
The children were observed during napping and or they were preparing to take a nap. Proper hand washing of children and staff was discussed with the director on this date.

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

Comment
The Provider currently does not dispense/administer medication.

Safety

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) **Met**

Comment
Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Correction Deadline: 2/13/2018

Corrected on 11/1/2018
.30(2) - Previous citation was corrected on this date.

Finding
591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child’s bedding shall be kept separate from other children’s bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on Consultant observation that the mats were accessible to the children in rooms serving the three's, after school and fours.

POI (Plan of Improvement)
The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others. A cover will be used to make the mats inaccessible to the children,

Correction Deadline: 10/31/2018

Staff Records

Records Reviewed: 17 **Records with Missing/Incomplete Components: 4**

Staff # 1 — Met
Date of Hire: 08/01/2009

Staff # 2 — Met
Date of Hire: 01/05/2017

Staff # 3 — Not Met
Date of Hire: 08/24/2018

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Work Experience Missing

Staff # 4 — Met
Date of Hire: 09/01/2008

Staff # 5 — Not Met
Date of Hire: 03/22/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.

Staff # 6 — Met
Date of Hire: 08/12/2007

Staff # 7 — Not Met
Date of Hire: 08/30/2018

"Missing/Incomplete Components"

.24(1)-Work Experience Missing

Staff # 8 — Met
Date of Hire: 11/12/2012

Records Reviewed: 17 **Records with Missing/Incomplete Components: 4**

Staff # 9 Met
Date of Hire: 09/10/2016

Staff # 10 Met
Date of Hire: 08/10/2007

Staff # 11 Met
Date of Hire: 06/28/2017

Staff # 12 Met
Date of Hire: 09/17/2007

Staff # 13 Met
Date of Hire: 08/13/2018

Staff # 14 Met
Date of Hire: 04/06/2017

Staff # 15 Met
Date of Hire: 01/21/2014

Staff # 16 Met
Date of Hire: 07/19/2016

Staff # 17 Not Met
Date of Hire: 08/25/2017

"Missing/Incomplete Components"

.24(1)-Work Experience Missing

Staff Credentials Reviewed: 17

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

Comment
Criminal record checks were observed to be complete.

591-1-1-.24 Personnel Records **Not Met**

Finding
591-1-1-.24(1) requires the center to maintain a personnel file 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; It was determined [ ]based on Consultant observation during the reviewing of files, four newly hired staff lacked a completed application.

POI (Plan of Improvement)
The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 11/5/2018

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

Comment
Documentation observed of required staff training.

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

Finding
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 one of seven lead teachers meet the minimum academic requirements.

POI (Plan of Improvement)
A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. Current teacher will enrolled and complete a credential to meet the Lead teacher requirement.

Correction Deadline: 10/31/2018

Staffing and Supervision

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) **Met**

Comment
Staff observed to provide direct supervision and be attentive to children's needs.