



**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:** 8/21/2018    **VisitType:** Licensing Study    **Arrival:** 11:25 AM    **Departure:** 5:55 PM

**CCLC-24259**

**Five Star Academy**

97 Ozora Rd. Loganville, GA 30052 Gwinnett County  
 (678) 638-7827 julie@myfivestarcademy.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@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.
08/21/2018	Licensing Study	Good Standing	
06/08/2018	Licensing Study	Good Standing	
12/14/2017	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	A 1R	Infants	3	8	C	17	C	NA	NA	Nap,Feeding,Free Play
Main	B 2R	One Year Olds	2	4	C	19	C	NA	NA	Nap
Main	C 3R	One Year Olds	3	7	C	18	C	NA	NA	Nap
Main	D 4R	Two Year Olds	4	15	C	24	C	NA	NA	Transitioning
Main	E 3L Back	Two Year Olds	3	12	C	22	C	NA	NA	Nap
Main	F L 1R	Three Year Olds	1	10	C	16	C	22	C	Nap
Main	G L 2R	Three Year Olds	2	9	C	21	C	NA	NA	Nap
Main	H 1L	PreK	2	22	C	22	C	29	C	Story
Main	I 2L	PreK	1	15	C	22	C	29	C	Transitioning
Main	J R 1L	Three Year Olds and Four Year Olds	2	16	C	22	C	31	C	Lunch

Total Capacity @35 sq. ft.: 203

Total Capacity @25 sq. ft.: 232

Total # Children this Date: 118

Total Capacity @35 sq. ft.: 203

Total Capacity @25 sq. ft.: 232

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A 5-12 years	159	C
Main	PG B 1-4 Years	56	C
Main	PG C Infant	18	C

### Comments

Reminder regarding submitting incident report online via DECAL KOALA under the required reporting tab.

Beginning October 1, 2018: Local background checks will no longer be accepted. All staff must have a comprehensive background check completed. Staff transferring from another facility must be electronically ported or the letter will not be accepted. USDA guidelines will be assessed by the consultant.

Emailed a copy of emergency procedures template.

Plan of Improvement: Developed This Date 08/21/2018

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.

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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.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.

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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). 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)

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Julie Holzmeister, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 8/21/2018 **VisitType:** Licensing Study

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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)**

**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
Child # 4	Met
Child # 5	Met

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(1) - Discussed regarding ensuring that all information is completed for new families.

**Correction Deadline: 8/21/2018**

## Facility

### 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)

Technical Assistance

#### Technical Assistance

591-1-1-.25(3) - Discussed regarding ensuring that items are removed out of the classroom that are in need of repair.

**Correction Deadline: 8/21/2018**

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

Met

#### Comment

Playground observed to be clean and in good repair.

## Food Service

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

Met

#### Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

## Health and Hygiene

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

Not Met

#### Finding

591-1-1-.10(3) requires Center Staff to change diapers in the child's own crib or on a diaper changing surface that is used for no purposes other than changing diapers and other clothing in each room where infants or any other children wearing diapers are served. It was determined based on observation that the mat on the changing table was observed to be torn.

#### POI (Plan of Improvement)

The Center will ensure Staff are trained regarding specifically where to change diapers and clothing in each room housing children who are wearing diapers. The director removed the mat during the visit.

**Correction Deadline: 8/21/2018**

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

**Safety**

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

Age-appropriate discussion and/or redirection observed.

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

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that a driver did not have current evidence of transportation training. The training certificate expired on May 31, 2018.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 8/31/2018****Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 38****Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 08/20/2018	
Staff # 2	Met
Date of Hire: 08/16/2017	
Staff # 3	Met
Date of Hire: 05/28/2016	
Staff # 4	Met
Date of Hire: 10/02/2017	
Staff # 5	Met
Date of Hire: 04/01/2010	

Staff # 6	Not Met
Date of Hire: 06/22/2016	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 7	Met
Date of Hire: 08/06/2018	
Staff # 8	Met
Date of Hire: 05/31/2018	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 08/15/2018	
Staff # 10	Met
Date of Hire: 10/13/2016	
Staff # 11	Met
Date of Hire: 03/30/2017	
Staff # 12	Met
Date of Hire: 11/20/2007	
Staff # 13	Met
Date of Hire: 10/03/2017	
Staff # 14	Met
Date of Hire: 01/21/2008	
Staff # 15	Met
Date of Hire: 11/28/2017	
Staff # 16	Met
Date of Hire: 12/28/2016	
Staff # 17	Not Met
Date of Hire: 03/04/2010	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 18	Met
Date of Hire: 06/06/2017	
Staff # 19	Met

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Date of Hire: 11/26/2007

Staff # 20 Met

Date of Hire: 04/12/2013

Staff # 21 Met

Date of Hire: 08/16/2018

Staff # 22 Met

Date of Hire: 08/23/2018

Staff # 23 Met

Date of Hire: 07/13/2018

Staff # 24 Met

Date of Hire: 03/07/2018

Staff # 25 Not Met

Date of Hire: 01/28/2016

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 26 Met

Date of Hire: 07/31/2016

Staff # 27 Met

Date of Hire: 08/01/2008

Staff # 28 Met

Date of Hire: 06/07/2018

Staff # 29 Met

Date of Hire: 07/22/2016

Staff # 30 Met

Date of Hire: 06/22/2017

Staff # 31 Met

Date of Hire: 08/16/2018

Staff # 32 Met

Date of Hire: 08/26/2016

Staff # 33 Met

Date of Hire: 11/11/2016



**Records Reviewed: 38**

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

Staff # 34 Date of Hire: 07/24/2017	Met
Staff # 35 Date of Hire: 07/19/2018	Met
Staff # 36 Date of Hire: 08/14/2015	Met
Staff # 37 Date of Hire: 02/27/2014	Not Met
<u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 38 Date of Hire: 08/20/2018	Met

**Staff Credentials Reviewed: 38**

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

**Comment**

Director provided 10 files for employees hired since last visit.

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**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 based on a review of records that three lead teachers did not have evidence of education credential.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/14/2019**

<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.