



**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:** 3/11/2019    **VisitType:** Monitoring Visit    **Arrival:** 11:25 AM    **Departure:** 5:50 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.
03/11/2019	Monitoring Visit	Good Standing	
10/01/2018	Complaint Investigation Follow Up	Good Standing	
10/01/2018	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
Main	A 1R	Infants	3	11	C	17	C	NA	NA	Nap,Free Play
Main	B 2R	Infants and One Year Olds	3	5	C	19	C	NA	NA	Nap,Transitioning
Main	C 3R	One Year Olds and Two Year Olds	3	11	C	18	C	NA	NA	Lunch
Main	D 4R	Two Year Olds	3	14	C	24	C	NA	NA	Transitioning,Nap
Main	E 3L Back	Two Year Olds	2	11	C	22	C	NA	NA	Nap
Main	F L 1R	Three Year Olds	2	15	C	16	C	22	C	Lunch
Main	G L 2R	Three Year Olds and Four Year Olds and Five Year Olds	2	20	C	21	C	NA	NA	Lunch,Transitioning
Main	H 1L	PreK	2	22	C	22	C	29	C	Outside,Transitioning
Main	I 2L	PreK	2	21	C	22	C	29	C	Transitioning
Main	J R 1L	Three Year Olds and Four Year Olds	2	15	C	22	C	31	C	Lunch,Nap

Total Capacity @35 sq. ft.: 203

Total Capacity @25 sq. ft.: 232

Total # Children this Date: 145

Total Capacity @35 sq. ft.: 203


Total Capacity @25 sq. ft.: 232

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

**Comments**

Plan of Improvement: Developed This Date 03/11/2019

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/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.

**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.

**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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Julie Holzmeister, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

#### 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.

#### 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)**

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

#### Health and Hygiene

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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**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****Correction Deadline: 10/1/2018****Corrected on 3/11/2019****.11(2) - The previous citation was observed to be corrected in that appropriate discipline was observed throughout the center.**

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36(7)(b) - Discussed regarding ensuring that all children's medical emergency forms are completed if they are being transported.

**Correction Deadline: 3/12/2019****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: 42****Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

Date of Hire: 08/20/2018

"Missing/Incomplete Components"

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

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: 09/13/2018

Staff # 6 Date of Hire: 07/30/2018	Met
Staff # 7 Date of Hire: 07/19/2018	Met
Staff # 8 Date of Hire: 08/02/2018	Met
Staff # 9 Date of Hire: 04/01/2010	Met
Staff # 10 Date of Hire: 09/28/2018	Met
Staff # 11 Date of Hire: 08/06/2018	Met
Staff # 12 Date of Hire: 05/31/2018	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 03/30/2017	Met
Staff # 14 Date of Hire: 11/20/2007	Met
Staff # 15 Date of Hire: 10/03/2017	Met
Staff # 16 Date of Hire: 01/21/2008	Met
Staff # 17 Date of Hire: 12/03/2018	Not Met
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 18 Date of Hire: 11/26/2007	Met
Staff # 19 Date of Hire: 04/12/2013	Met

Staff # 20 Date of Hire: 08/16/2018	Met
Staff # 21 Date of Hire: 08/23/2018	Met
Staff # 22 Date of Hire: 11/20/2018	Met
Staff # 23 Date of Hire: 11/07/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 24 Date of Hire: 03/09/2019	Met
Staff # 25 Date of Hire: 03/07/2018	Met
Staff # 26 Date of Hire: 01/28/2016	Met
Staff # 27 Date of Hire: 08/01/2008	Met
Staff # 28 Date of Hire: 06/07/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 29 Date of Hire: 05/04/2018	Met
Staff # 30 Date of Hire: 09/07/2018	Met
Staff # 31 Date of Hire: 07/22/2016	Met
Staff # 32 Date of Hire: 01/07/2019	Met
Staff # 33	Met

**Records Reviewed: 42**

**Records with Missing/Incomplete Components: 5**

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Date of Hire: 08/26/2016

Staff # 34 Met

Date of Hire: 10/28/2018

Staff # 35 Met

Date of Hire: 08/01/2018

Staff # 36 Met

Date of Hire: 01/31/2019

Staff # 37 Met

Date of Hire: 07/24/2017

Staff # 38 Met

Date of Hire: 07/19/2018

Staff # 39 Met

Date of Hire: 09/17/2018

Staff # 40 Not Met

Date of Hire: 08/14/2015

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 41 Met

Date of Hire: 02/27/2014

Staff # 42 Met

Date of Hire: 02/01/2019

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**Staff Credentials Reviewed: 42**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 19 files for employees hired since last visit.

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

**Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that two staff did not have evidence of CPR and First Aid.



**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 4/10/2019**

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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 three staff did not have evidence of Health and Safety Orientation Training.

**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: 4/10/2019**

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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 one 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: 6/28/2019**

**Recited on 3/11/2019**

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**Staffing and Supervision**

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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.