



**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:** 5/16/2019    **VisitType:** Licensing Study    **Arrival:** 12:05 PM    **Departure:** 4:00 PM

**CCLC-28242**

**Calvary's Kinder Academy**

607 Aimwell Road Vidalia, GA 30474 Toombs County  
 (912) 537-4868 daycare@calvaryonaimwell.com

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@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.
05/16/2019	Licensing Study	Good Standing	
09/11/2018	Monitoring Visit	Good Standing	
03/22/2018	Licensing Study	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 - First classroom on the left	Infants and One Year Olds	3	7	C	18	C	NA	NA	Free Play,Snack,Transitioning,Diapering,Floor Play,Feeding,Nap
Main	B - First room on the right	One Year Olds and Two Year Olds	1	9	C	15	C	NA	NA	Snack,Nap,Outside,Transitioning
Main	Bldg II-F	Three Year Olds	2	9	C	84	C	NA	NA	Outside,Transitioning,Music
Main	C - Second classroom on the right	Two Year Olds and Three Year Olds	3	10	C	18	C	NA	NA	Snack,Nap,Transitioning,Outside
Main	D - Last classroom on the right down second hall		0	0	C	17	C	NA	NA	Not In Use
<b>Total Capacity @35 sq. ft.: 73</b>						<b>Total Capacity @25 sq. ft.: 0</b>		<b>Building @35 capacity limited by Fire Marshall Limitations</b>		
Total # Children this Date: 35			Total Capacity @35 sq. ft.: 73			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground - A (In-tod)	15	C
Main	Playground - B (S/A)	52	C

**Comments**

This Licensing Study is the second regulatory visit for Calvary's Kinder Academy this 2018 - 2019 fiscal year.

The center director stated medication is administered, no field trips have been provided since the consultant's last visit and routine transportation is provided.

The center has a one star Quality Rating.

The consultant reviewed all staff files and finds that ten of eleven staff members have a satisfactory comprehensive fingerprint criminal records clearance determination letter on file. One of eleven staff members has a satisfactory national fingerprint criminal records clearance determination letter on file.

Plan of Improvement: Developed This Date 05/16/2019

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.al.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@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).

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](mailto:qualityrated@decal.ga.gov)

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Keith Horton, Program Official

Date

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Connie Boatright, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

The consultant observed a variety of age appropriate activities throughout the center.

**Correction Deadline: 5/16/2019**

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

**Met**

**Comment**

The consultant observed equipment and toys to be clean and in good repair.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Child # 7

Met

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

**Technical Assistance**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

**Technical Assistance**

591-1-1-.08(6) - The center director and staff will ensure that all children are signed in upon arrival and signed out upon departure on a daily basis. (Seven children was present in classroom A and five children was signed in).

**Correction Deadline: 5/27/2019**

**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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.25(13) - The center director and staff will ensure that all hazardous items are stored out of reach of the children.

**Correction Deadline: 5/16/2019**

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

**Technical Assistance**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

591-1-1-.26(6) - The center director and staff will ensure that any playground hazard is removed / repaired / replaced. (Trash can needs a tight fitting lid. Four of eight swing chains need the plastic coating replaced. Two of eight swing chains are rusting. The white plastic coating underneath the rubber resilient surface is shredding and needs to be trimmed or removed).

**Correction Deadline: 5/26/2019**

**Technical Assistance**

591-1-1-.26(9) - The center director and staff will ensure that all tree roots posing as a tripping hazard will be painted a florescent color.

**Correction Deadline: 5/16/2019**

**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>

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

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

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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.

**Organization**

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**591-1-1-.16 Governing Body & License**

**Met**

**Comment**

The consultant observed a valid 2019 license with Bright From The Start posted on the parent bulletin board.

**Correction Deadline: 5/16/2019**

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures**

**Met**

**Comment**

Program observed complete emergency drills

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**591-1-1-.27 Posted Notices**

**Technical Assistance**

**Technical Assistance**

591-1-1-.27 - The center director and staff will ensure that all posted notices are current, up to date and posted on the parent bulletin board at the entrance of the center. (Community Disease Chart, No Smoking, No Liability Insurance, Emergency Numbers).

**Correction Deadline: 5/16/2019**

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

#### 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

A current/completed inspection was observed for all vehicles used in transporting children this date.

#### Comment

Complete documentation of transportation observed.

#### Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

## Sleeping & Resting Equipment

### 591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

#### Comment

Discussed SIDS and infant sleeping position.

#### Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

## Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 07/23/2015	
Staff # 2	Met
Date of Hire: 01/22/2018	
Staff # 3	Met
Date of Hire: 04/09/2018	
Staff # 4	Met
Date of Hire: 03/25/2011	
Staff # 5	Met

**Records Reviewed: 11**

**Records with Missing/Incomplete Components: 0**

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Date of Hire: 06/05/2015

Staff # 6 Met

Date of Hire: 07/12/2016

Staff # 7 Met

Date of Hire: 07/30/2018

Staff # 8 Met

Date of Hire: 05/21/2018

Staff # 9 Met

Date of Hire: 06/09/2014

Staff # 10 Met

Date of Hire: 04/05/2013

Staff # 11 Met

Date of Hire: 08/19/2011

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**Staff Credentials Reviewed: 11**

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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.

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

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**Comment**

Please be mindful of training expiration dates.

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**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 the consultant's review of all staff files one staff member hired July 21, 2015 does not have proof of an employee application on file as required. Additionally, one staff member hired July 23, 2015 does not have proof of an employee application on file as required.



**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: 5/21/2019**

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

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the consultant's review of all staff files that one staff member hired July 23, 2015 has no proof of completing in house orientation on file. Additionally, one staff member hired July 12, 2016 has no proof of completing in hours orientation on file. Additionally, one staff member hired July 21, 2015 has no proof of completing in house orientation on file.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 5/31/2019**

**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 the consultant's review of all staff files that one staff member hired April 9, 2018 has no proof on file of completing the required health and safety training. Additionally, one staff member hired May 21, 2018 has no proof on file of completing the required health and safety training. Additionally, one staff member hired June 9, 2014 has no proof on file of completing the required health and safety 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: 6/15/2019**

**Finding**

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 the consultant's review of all staff files that one staff member hired June 9, 2014 did not complete any annual training hours for 2018 where ten hours are required. Additionally, one staff member hired July 12, 2016 completed five annual training hours for 2018 where ten hours are required.

**POI (Plan of Improvement)**

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: 12/31/2019**

**Recited on 5/16/2019**

**Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on the consultant's review of all staff files that seven of eleven staff member are missing proof of required items in their personnel files.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

**Correction Deadline: 5/31/2019**

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

**Not Met**

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on the consultant's review of staff files that one lead teacher hired August 19, 2011 has a CDA Certificate on file which expired May 1, 2016.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 7/31/2019**

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<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**

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