



**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:** 10/21/2019 **VisitType:** Licensing Study

**Arrival:** 8:35 AM

**Departure:** 1:30 PM

**CCLC-28408**

**1st Creative Learning Academy**

5771 Lawrenceville Hwy Tucker, GA 30084 Gwinnett County  
 (770) 935-6500 firstcreative@att.net

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@dec.al.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.
10/21/2019	Licensing Study	Good Standing	
03/26/2019	Complaint Investigation & Licensing Study	Good Standing	
03/26/2019	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-Front	Infants	1	2	C	8	C	NA	NA	Nap
Main	B-1 Right	One Year Olds and Two Year Olds	1	6	C	13	C	NA	NA	Free Play
Main	C-2 Right		0	0	C	16	C	NA	NA	
Main	D-Far Left	PreK	3	19	C	26	C	NA	NA	Circle Time
Main	E-Downstairs		0	0	C	14	C	NA	NA	
Main	F-5 Left (up)	Three Year Olds and Four Year Olds	1	6	C	15	C	21	C	Transitioning,TV

Total Capacity @35 sq. ft.: 92

Total Capacity @25 sq. ft.: 98

Total # Children this Date: 33

Total Capacity @35 sq. ft.: 92

Total Capacity @25 sq. ft.: 98

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-infants	3	C
Main	B	45	C
Main	C-Basketball Area	15	C
Main	D	14	C

**Comments**

Please ensure to review the rules and regulations for updates.

Plan of Improvement: Developed This Date 10/21/2019

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/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.

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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.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.

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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).

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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Bibi Persaud, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 10/21/2019 **VisitType:** Licensing Study

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**Departure:** 1:30 PM

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

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

**Met**

**Comment**

Center does not provide swimming activities.

<b>Children's Records</b>
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**Records Reviewed: 5****Records with Missing/Incomplete Components: 3**

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	

**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 a review of records that three children's enrollment information was not complete. The consultant observed that three children did not have evidence of parent's work address completed on their enrollment packet.

**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: 10/21/2019**

	<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that there was an unlocked cabinet in the A-Front classroom and a staff's purse and plastic bags were accessible.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 10/21/2019**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Correction Deadline: 3/29/2019****Corrected on 10/21/2019**

**.26(4) - The previous citation was observed to be corrected in that the bottom was observed to be secured. Please ensure to check the bottom of the fence to make sure that it remains secured and not pose a safety hazard.**

**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 there was less than one inch and the bottom of the straight green slide on the B 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: 10/31/2019**

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures Not Met**

**Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on observation that the emergency procedures were not posted.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items. The assistant worked on completing the document to post up during the visit.

**Correction Deadline: 10/26/2019**

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Complete documentation of transportation observed.

**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's transportation was observed to be expired as of August 5, 2019 and there was no evidence of a current transportation training certificate.

**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: 10/31/2019**

**Technical Assistance**

591-1-1-.36(7)(b) - Please ensure that all information is completed for all children being transported on the medical emergency forms.

**Correction Deadline: 10/22/2019**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**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.

<b>Staff Records</b>
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**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 2**

Staff # 1	Not Met
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Date of Hire: 07/31/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2	Not Met
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Date of Hire: 02/25/2013

"Missing/Incomplete Components"

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

Staff # 3	Met
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Date of Hire: 01/15/2015

Staff # 4	Met
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**Staff Credentials Reviewed: 5**

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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 six files for employees hired since last visit.

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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 a review of records that two staff did not have evidence of orientation completed. One staff signed the orientation but the topics were not initialed that they were reviewed. The other staff's form was not completed at all.

**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: 10/21/2019**

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

**Not Met**

**Finding**

591-1-1-.31(2)(a) requires the Center to ensure there is a designated teacher/lead caregiver for each group of children. It was determined based on a review of records that one lead teacher hired on March 4, 2019 did not have the evidence of having enrolled in an education credential by September 4, 2019.

**POI (Plan of Improvement)**

The Center will designate a qualified lead staff for this group. The provider is in the process of hiring teachers for the two classrooms.

**Correction Deadline: 12/31/2019**

**Recited on 10/21/2019**

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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.