



**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:** 1/7/2020    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 3:45 PM

**CCLC-32497**

**Grace Learning Academy**

3981 Glenwood Road Decatur, GA 30032 DeKalb County  
 (404) 228-2175 gracelearningacademy@yahoo.com

**Regional Consultant**

Laurel Benta

Phone: (770) 357-3279

Fax: (770) 357-3281

carrie.spangler@dec.al.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.
01/07/2020	Licensing Study	Good Standing	
07/11/2019	Monitoring Visit	Good Standing	
03/15/2019	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	1st right		0	0	C	12	C	NA	NA		
Main	1st left	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	1	9	C	14	C	NA	NA	Free Play,Nap	
Main	2nd left	Infants and One Year Olds and Two Year Olds	1	5	C	9	C	NA	NA	Nap	
Main	2nd right		0	0	C	13	C	NA	NA		
Total Capacity @35 sq. ft.:			48			Total Capacity @25 sq. ft.:					0
Total # Children this Date: 14			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:					0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Play	25	C

**Comments**

Plan of Improvement: Developed This Date 01/07/2020

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)

Valorie Brown, Program Official

Date

Laurel Benta, Consultant

Date



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### Findings Report

**Date:** 1/7/2020    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 3:45 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Discussed curriculum, lesson plans and classroom materials/centers with the director on this date.

**Correction Deadline: 1/7/2020**

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(3)-Address of Release Person Missing

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**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 review of records that three out of five children's files were missing the parent's work numbers and addresses. It was further determined that one out of five children's files was missing the release person's address, parent's name and name and telephone number of the child's 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: 1/7/2020**

**Recited on 1/7/2020**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of records that there was no arrival and departure record with the signature or initials of the Parent or authorized person.

**POI (Plan of Improvement)**

The director stated that the center uses a meal count chart for the food program and does not have a arrival and departure procedure for parents. The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 1/7/2020**

**Facility**

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

**Not Met**

**Finding**

591-1-1-.06(6) requires Center Staff to equip bathrooms with soap, toilet tissue and single-use towels or cloth towels used only once between launderings. It was determined based on observation that the back restroom did not have soap or paper towels in it.

**POI (Plan of Improvement)**

The Center will provide all required supplies and will train and monitor Staff to ensure that supplies are available in bathrooms. Cloth towels will be used only once between laundering.

**Correction Deadline: 1/7/2020**

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**591-1-1-.19 License Capacity(CR) Met**

**Correction Deadline: 7/11/2019**

**Corrected on 1/7/2020**

**.19(1) - The previous citation was corrected on this date. The consultant observed appropriate capacities.**

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

**Correction Deadline: 7/11/2019**

**Corrected on 1/7/2020**

**.25(12) - The previous citation was corrected on this date. The consultant observed heaters to be inaccessible.**

**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 a white toilet brush and a black plunger was accessible to children in the back bathroom and accessible to children. It was further determined that a white bottle of cleaner with bleach was located on a table and accessible to children in the back bathroom.

**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: 1/7/2020**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following were observed

- The ceiling had a leak and created a puddle of water in the hallway which was accessible to children.
- There was paint peeling off the blue right the and the white left wall and was accessible to children in the 1st right classroom.
- There was a hole in the blue right wall that measure 1 inch wide and 2 inches long in the 1st right classroom.
- Several floor tiles in the the back bathroom were cracked.
- There were several holes on the white wall between the toilets in the back bathroom.

**POI (Plan of Improvement)**

The Center will have the Center repainted, holes patched and the ceilings and floors repaired/covered. The center will repair the middle toilet. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 1/21/2020**

**Recited on 1/7/2020**

**Correction Deadline: 7/11/2019**

**Corrected on 1/7/2020**

**.25(8) - The previous citation was corrected on this date. All outlets were covered.**

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**591-1-1-.25 Physical Plant-Structural/Mechanical Met**

**Correction Deadline: 7/11/2019**

Corrected on 1/7/2020

.25(4) - The previous citation was corrected on this date.

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

Correction Deadline: 7/11/2019

Corrected on 1/7/2020

.15(5) The previous citation was corrected on this date. Current menus were posted.

**Health and Hygiene**

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

Met

**Comment**

Staff stated 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)

N/A

**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(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined base don observation that there was no documentation for fire drills conducted for the months of October, November and December of 2019. It was further determined that lockdown and tornado drills were not conducted every six months for the year 2019.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 1/12/2020

**Safety**

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)

Met

Correction Deadline: 7/16/2019

Corrected on 1/7/2020

.36(3)(a-b) - The previous citation was corrected on this date. The consultant observed transportation training for the director on this date.

## Sleeping & Resting Equipment

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

Not Met

#### Finding

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on observation the crib mattress in the 2nd left classroom had several tears on it and could no longer be properly disinfected.

#### POI (Plan of Improvement)

The center will ensure that a crib mattress is in good repair, firm, tight-fitting and without gaps.

**Correction Deadline: 1/7/2020**

## Staff Records

**Records Reviewed: 3**

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

Staff # 1

Not Met

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3

Not Met

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

**Staff Credentials Reviewed: 8**

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

Met

#### Comment

Criminal record checks were observed to be complete.

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

Not Met

#### Technical Assistance

591-1-1-.14 - Discussed first aid kit requirements.

#### Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of record the all staff did not complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid.

**POI (Plan of Improvement)**

The director and staff completed an online version of the CPR class. The director was informed that this certificate was not valid and training must include hands-on practice. The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 2/6/2020**

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

**Not Met**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that staff #3 and #4 did not complete ten hours of required annual training for the 2019 calendar year.

**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: 2/6/2020**

**Correction Deadline: 3/15/2019**

**Corrected on 1/7/2020**

**.33(6) - The previous citation was corrected due to a new rule number. Please see rule .33(5).**

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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 review of records that staff #1, staff # 4 and staff #5 did not have the minimum requirements to serve as a lead teacher.

**POI (Plan of Improvement)**

Staff will enroll in a CDA or degree bearing class. A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 1/21/2020**

**Recited on 1/7/2020**

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**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Correction Deadline: 7/11/2019**

**Corrected on 1/7/2020**

**.32(4) - The previous citation was corrected on this date. Appropriate ratios were observed.**



**Comment**

Adequate supervision observed on this date.