



**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:** 3/15/2019    **VisitType:** Licensing Study    **Arrival:** 8:55 AM    **Departure:** 11:50 AM

**CCLC-32497**

**Grace Learning Academy**

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(404) 228-2175 gracelearningacademy@yahoo.com

**Regional Consultant**

Laurel Benta

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**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.
03/15/2019	Licensing Study	Good Standing	
11/20/2018	Monitoring Visit	Good Standing	
05/04/2018	POI Follow Up	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 Six Year Olds and Over	1	6	C	14	C	NA	NA	Free Play
Main	2nd left	Infants and One Year Olds	1	3	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: 9			Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Play	25	C

**Comments**

Plan of Improvement: Developed This Date 03/15/2019

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)

Valorie Brown, Program Official

Date

Laurel Benta, Consultant

Date



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### Findings Report

**Date:** 3/15/2019    **VisitType:** Licensing Study    **Arrival:** 8:55 AM    **Departure:** 11:50 AM

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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(1) - Please ensure that current lesson plans are planned and posted in all classrooms

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

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

**Met**

**Comment**

Discussed adding equipment and toys to enhance variety.

**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: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

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(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

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

Child # 5

Met

**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 four out of five children's files were missing the parent's work phone numbers and addresses, the release person's address, an emergency contact, and the 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: 3/15/2019**

**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)**

**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 the following potential hazards were observed:

- A can of spray adhesive and Raid bug spray were stored in a pink basket under the changing table accessible to children in the 2nd left classroom.
- Two cans of spray paint was stored on a shelf accessible to children in the 1st right classroom.
- Eight screws with pointy tips were stored in a sink accessible to children in the back bathroom of the center.

**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: 3/15/2019**

**Recited on 3/15/2019**

**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:

- An insect was crawling on floor near the sink in the back bathroom.
- The middle sink was detached from the wall and was supported by a wooden board that was easily shaken.
- The middle sink had a leak underneath it which created a puddle of water on the bathroom floor under the sink
- In the 1st left classroom had broken floor tiles in the front left of the classroom.
- Peeling paint was observed on the blue and white wall and was accessible to children in the 1st right classroom.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 3/22/2019**

**Recited on 3/15/2019**

**Finding**

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation six unused electrical outlets were uncovered in the 1st right classroom and two electrical outlets were uncovered in the 2nd right classroom.

**POI (Plan of Improvement)**

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

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

**Recited on 3/15/2019**

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

**Met**

**Correction Deadline: 12/4/2018**

**Corrected on 3/15/2019**

**.26(4) - The previous citation was corrected on this date.**

**Correction Deadline: 11/20/2018**

**Corrected on 3/15/2019**

**.26(9) - The previous citation was corrected on this date.**

**Food Service**

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

**Not Met**

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the menu posted was not current .The consultant observed a menu in the kitchen dated for April 2018. The consultant observed another menu near the front door and in a classroom without dates. The consultant observed children eating Fruit Loops cereal for breakfast when the menu posted stated cheese toast, eggs, pineapple and milk.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 3/15/2019

<b>Health and Hygiene</b>
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591-1-1-.07 Children's Health Met

Correction Deadline: 11/20/2018

Corrected on 3/15/2019

.07(5) - The previous citation was corrected on this date. The consultant not items attached to sleeping infant.

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

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Comment**

Staff stated proper knowledge.

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591-1-1-.20 Medications(CR) N/A

**Comment**

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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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 review of records that the director did not have current transportation training. The training was observed to have expired on October 4, 2017.

**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: 3/25/2019

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that the fire extinguisher on the center's vehicle was not in working order..

**POI (Plan of Improvement)**

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 3/15/2019

## Sleeping & Resting Equipment

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

Technical Assistance

#### Technical Assistance

591-1-1-.30(1)(a)3 - Staff stated that crib sheets are washed daily. The consultant observed several stains and debris on a navy blue sheet. Please ensure crib sheets are free from stains and debris.

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

## Staff Records

**Records Reviewed: 5**

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

Staff # 1

Met

Date of Hire: 04/01/2018

Staff # 2

Not Met

Date of Hire: 03/03/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 3

Not Met

Date of Hire: 03/15/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 09/13/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 5

Not Met

Date of Hire: 03/30/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

**Staff Credentials Reviewed: 5**

### 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

**Met**

#### Comment

Please replace/add missing/expired item(s) in first aid kit(s).

**Finding**

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of records that four out of five center staff including the director did not have documentation showing that ten hours of training completed for the 2018 training year.

**POI (Plan of Improvement)**

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

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: 3/15/2019****Recited on 3/15/2019**

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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 review of records that staff #4 and staff # 3 did not have the minimum requirements to serve as a lead teacher.

**POI (Plan of Improvement)**

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

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

<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)****Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that a staff member left children unattended when she opened the front door.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

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