



**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:** 2/8/2018 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 12:00 PM

**CCLC-33136**

**Alpha Preparatory Academy**

4462 Mink Livsey Rd Snellville, GA 30039 Gwinnett County  
(470) 395-0767 alphapreacademy@gmail.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@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.
02/08/2018	Licensing Study	Good Standing	
09/25/2017	Monitoring Visit	Good Standing	
02/15/2017	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
One	A		0	0	C	7	C	NA	NA	
One	B	Three Year Olds and Four Year Olds and Six Year Olds and Over	2	7	C	19	C	27	C	Breakfast, Free Play
One	C		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 53							
Two	Modular		0	0	C	21	C	NA	NA	
Total Capacity @35 sq. ft.: 21			Total Capacity @25 sq. ft.: 53							
Total # Children this Date: 7			Total Capacity @35 sq. ft.: 54			Total Capacity @25 sq. ft.: 53				

Building	Playground	Playground Occupancy	Playground Compliance
One	PG Toddler	72	C
One	Playground	72	C

**Comments**

Discussed regarding ensuring that the comprehensive background checks are completed and on file by October 1, 2018.

Plan of Improvement: Developed This Date 02/08/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

---

Glovenia Harris, Program Official

Date

---

Dianne Clarke, Consultant

Date



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

### Findings Report

**Date:** 2/8/2018 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 12:00 PM

**CCLC-33136**

**Alpha Preparatory Academy**

4462 Mink Livsey Rd Snellville, GA 30039 Gwinnett County  
(470) 395-0767 alphaprepacademy@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Dianne Clarke  
Phone: (770) 357-4923  
Fax: (770) 357-4922  
dianne.clarke@dec.al.ga.gov

The following information is associated with a Licensing Study:

### 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.

### Children's Records

**Records Reviewed: 5**

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

Child # 1 Not Met

"Missing/Incomplete Components"

.08(2)-Immunization

Child # 2 Not Met

"Missing/Incomplete Components"

.08(2)-Immunization

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(2)-Immunization

Child # 5 Not Met

"Missing/Incomplete Components"

.08(2)-Immunization

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence. It was determined based on a review of records that four of five children did not have evidence of a current immunization record on file.

**POI (Plan of Improvement)**

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

**Correction Deadline: 2/18/2018****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****Correction Deadline: 10/2/2017****Corrected on 2/8/2018**

.25(3) - The previous citation was observed to be corrected in that the siding was repainted.

**591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 10/2/2017****Corrected on 2/8/2018**

.26(9) - The previous citation was observed to be corrected in that the swings were not in use and the equipment has been painted. Discussed regarding ensuring to check for chipping paint on the playground equipment.

**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>

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

There were no diaper children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Proper hand washing observed throughout the center.

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

The owner stated that no medication has been dispensed since the last visit.

**Policies and Procedures****591-1-1-.27 Posted Notices****Not Met****Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the center did not have evidence of the current license posted. It was also determined based on observation that posted notices were not observed to be posted; names of persons responsible for the administration of the center, emergency plans, and visitors check in sign.

**POI (Plan of Improvement)**

The Center will post the notices as required and ensure they remain posted.

**Correction Deadline: 2/8/2018**

**Safety**

**Finding**

591-1-1-.05(2) requires Center Staff to confine animals in pens or covered areas except during specific teacher-directed learning experiences and to keep animal pens and confinement areas clean. It was determined based on observation that a chicken was observed not confined on the playground.

**POI (Plan of Improvement)**

The Center will maintain and keep animals in a suitable pen or covered area except when a teacher is using the animal in a specific learning experience. If needed, the pen or covered area will be cleaned and the Center will develop and follow a plan to keep the area clean. The provider placed the chicken in its pen away from the building.

**Correction Deadline: 2/8/2018**

---

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

Age-appropriate discussion and/or redirection observed.

---

**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)****Not Met**

**Correction Deadline: 10/9/2017**

**Corrected on 2/8/2018**

**.36(3)(a-b) - The previous citation was observed to be corrected in that the transportation training was observed for the director and staff participating in transportation.**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that there was no annual inspection for vehicle tag number CFV 3852 which is used for emergencies.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection. The owner stated that they will no longer use the vehicle.

**Correction Deadline: 2/13/2018**

**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 owner's statement that the vehicle tag number CFV 3852, which is used in emergencies, did not have a fire extinguisher.

**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. The owner stated that they will no longer use the vehicle.

**Correction Deadline: 2/8/2018**

**Correction Deadline: 9/26/2017**

**Corrected on 2/8/2018**

**.36(7)(b) - The previous citation was observed to be corrected in that the forms were observed to be completed. Discussed with the provider regarding ensuring all forms are completed when children enroll.**

Correction Deadline: 9/26/2017

Corrected on 2/8/2018

.36(7)(c)3. - The previous citation was observed to be corrected in that the checklists were observed to be completed for the week of January 22, 2018 and January 29, 2018.

Correction Deadline: 9/26/2017

Corrected on 2/8/2018

.36(7)(d)1. - The previous citation was observed to be corrected in that the checklists were observed to be completed during the week of January 22, 2018 and January 29, 2018.

Correction Deadline: 9/25/2017

Corrected on 2/8/2018

.36(7)(d)2. - The previous citation was observed to be corrected in that the checklists were observed to be completed for the week of January 22, 2018 and January 29, 2018.

## Sleeping & Resting Equipment

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

Met

### Comment

Pleasant naptime environment observed.

## Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 10/11/2017

Staff # 2

Not Met

Date of Hire: 04/08/2008

### "Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 3

Met

Date of Hire: 07/31/2017

Staff # 4

Not Met

Date of Hire: 04/08/2008

### "Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records Check(CR)

Met

### Comment

Criminal records checks were observed to be complete.

### Comment

Director provided one file for employees hired since last visit.

**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 a review of records that the director and two staff did not have evidence of CPR and First Aid training and therefore, the center did not have at least fifty percent of staff with CPR and First Aid training.

**POI (Plan of Improvement)**

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: 3/10/2018**

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on the owner's statement that the vehicle tag number CFV 3852, which is used in emergencies, did not have a first aid kit.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff. The owner stated that the vehicle will not be used.

**Correction Deadline: 2/18/2018**

---

**591-1-1-.24 Personnel Records****Met**

**Correction Deadline: 9/25/2017**

**Corrected on 2/8/2018**

**.24(1) - The previous citation was observed to be corrected in that the staff are no longer employed at the center.**

---

**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 the director and one staff did not have evidence of Health and Safety Orientation training completed.

**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: 3/10/2018**



**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 a review of records that the director did not have evidence of having completed the ten hours of annual training for 2017.

**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: 3/10/2018**

---

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<b>Staffing and Supervision</b>
---------------------------------

---

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

**Met**

**Correction Deadline: 9/25/2017**

**Corrected on 2/8/2018**

**.32(4) - The previous citation was observed to be corrected in that the appropriate mixed age group was observed.**

---

**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Adequate supervision observed on this date.