



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: 9/11/2018 VisitType: POI Follow Up

Arrival: 2:05 PM

Departure: 4:30 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

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Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation			Compliance Zone Designation - 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. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/11/2018	POI Follow Up	Good Standing	
08/16/2018	POI Follow Up	Good Standing	
07/16/2018	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
One	A		0	0	C	7	C	NA	NA	
One	B	Two Year Olds and Three Year Olds	1	3	C	19	C	27	C	Transitioning
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: 3			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

Beginning October 1, 2018: Local background checks will no longer be accepted. All staff must have a comprehensive background check determination. Staff transferring from another facility must be electronically ported or the letter will not be accepted. USDA Guidelines will be assessed by the consultant.

Plan of Improvement: Developed This Date 09/11/2018

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).



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.

- 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

Glovenia Harris, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

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The following information is associated with a POI Follow Up:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 8/16/2018

Corrected on 9/11/2018

.03(1) - The previous citation was observed to be corrected in that the current lesson plan was observed to be posted.

Children's Records

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

Met

Correction Deadline: 8/16/2018

Corrected on 9/11/2018

.08(6) - The previous citation was observed to be corrected in that the director created a sign in and out sheet that is completed by the parents. Discussed regarding ensuring that a sign in and out sheet is provided for the parents to sign at drop off and pick up.

Facility

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

Met

Correction Deadline: 8/20/2018

Corrected on 9/11/2018

.26(9) - The previous citation was observed to be corrected in that the weeds were observed to be removed and the plants growing through the bottom has been pruned. Discussed regarding ensuring that the weeds are removed and the plant growing near the fence is pruned regularly.

Policies and Procedures

591-1-1-.27 Posted Notices**Met****Correction Deadline: 8/16/2018****Corrected on 9/11/2018**

.27 - The previous citation was observed to be corrected in that the posted notice was observed regarding administration. Discussed regarding ensuring that new emergency plans are created and are posted.

Staff Records

591-1-1-.14 First Aid & CPR**Met****Correction Deadline: 8/24/2018****Corrected on 9/11/2018**

.14(3) - The previous citation was observed to be corrected in that the items were observed on the vehicle.

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 a review of records that a staff hired on September 5, 2018 did not have evidence of a personnel file.

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: 9/16/2018

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 owner who is on site 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: 10/2/2018**Recited on 9/11/2018**