



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: 5/28/2020 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 2:15 PM

CCLC-33283

The Academy of Jefferson, LLC

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Regional Consultant

Margarita Collier

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Mailing Address

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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.
05/28/2020	Licensing Study	Good Standing	
09/17/2019	Monitoring Visit	Good Standing	
04/25/2019	Monitoring Visit	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 1R	One Year Olds	2	12	C	14	C	NA	NA	Nap
Main	B 2R	Two Year Olds	2	8	C	20	C	NA	NA	Nap
Main	C 1L	Infants	1	6	C	12	C	NA	NA	Nap
Main	D 2L	Three Year Olds	2	17	C	18	C	NA	NA	Nap
Main	E Rear	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	16	C	19	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 83						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 59			Total Capacity @35 sq. ft.: 83			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG L Rear	18	C
Main	PG Far Left	63	C
Main	PG- L Front	18	C
Main	PG Right	30	C

Comments

An Administrative Review was conducted on May 28, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 24, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/28/2020

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/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.

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

Teresa Savadge-Lovejoy, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Comment

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

Technical Assistance

Discussed rotating toys to support the procedures of daily disinfecting.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

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

Technical Assistance

Comment

Parent agreements observed obtained/completed.

Technical Assistance

Please ensure that the parents update the following information as needed:

- Parents' personal and/or work telephone numbers and address
- Emergency contact information
- Release to persons' names and addresses
- Children's allergies and/or medical needs

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Comment**

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please monitor bathrooms for necessary supplies.

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)**Technical Assistance****Technical Assistance**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Comment

Center appears clean and well maintained.

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

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

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

Center menu meets USDA guidelines.

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**

Staff stated proper handwashing procedures for staff members and children.

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 Evaluated

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

591-1-1-.27 Posted Notices

Technical Assistance

Technical Assistance

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting

Technical Assistance

Technical Assistance

Discussed reporting requirements via DECAL KOALA with the director.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Technical Assistance

Technical Assistance

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 02/11/2019

Staff # 2

Met

Date of Hire: 02/11/2013

Records Reviewed: 10**Records with Missing/Incomplete Components: 1**

Staff # 3 Date of Hire: 01/01/2012	Met
Staff # 4 Date of Hire: 10/18/2018 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 5 Date of Hire: 12/13/2011	Met
Staff # 6 Date of Hire: 01/22/2018	Met
Staff # 7 Date of Hire: 09/26/2019	Met
Staff # 8 Date of Hire: 12/26/2011	Met
Staff # 9 Date of Hire: 09/13/2019	Met
Staff # 10 Date of Hire: 09/15/2015	Met

Staff Credentials Reviewed: 6

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Technical Assistance****Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The consultant observed 13 of 13 staff members to have evidence of a satisfactory criminal record check letter on file.

Comment

The director provided two files for staff members hired since the previous visit was conducted on September 17, 2019. The consultant observed two of two newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

591-1-1-.14 First Aid & CPR**Technical Assistance**

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

Technical Assistance

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Technical Assistance

Comment

Documentation observed of required staff training.

Technical Assistance

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within the first 90-days of their date of hire.

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

Not Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

Technical Assistance

Consultant discussed that all newly hired lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months with the director.

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 member #4, date of hire October 18, 2018, did not meet the minimum academic requirements required of a lead teacher. Staff member #4 was observed to have evidence of the Georgia Assessments for the Certification of Educators paraprofessional assessment scores dated for October 9, 2019.

POI (Plan of Improvement)

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

Correction Deadline: 5/28/2020

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Technical Assistance

Technical Assistance

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.