



**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: 9/8/2017 **VisitType:** Licensing Study **Arrival:** 10:20 AM **Departure:** 1:40 PM

CCLC-33729

M & K Academy, Inc.

2183 Anderson Avenue, NE Covington, GA 30014 Newton County
(770) 788-8827 missy.blackshear@yahoo.com

Regional Consultant

Jacquelyn Sims

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Mailing Address

Same

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.
09/08/2017	Licensing Study	Good Standing	
01/05/2017	Complaint Closure	Good Standing	
01/05/2017	Complaint Investigation & 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-1L	Three Year Olds and Four Year Olds	2	18	C	21	C	NA	NA	Story
Main	B-2L		0	0	C	20	C	NA	NA	Not In Use
Main	C- 3L	Infants and One Year Olds	2	7	C	16	C	NA	NA	Diapering,Free Play,Nap
Main	D- 1R		0	0	C	17	C	NA	NA	Not In Use
Main	E- 2R	Two Year Olds	1	7	C	16	C	NA	NA	Diapering,Free Play
Total Capacity @35 sq. ft.: 90						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 32			Total Capacity @35 sq. ft.: 90			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of this visit was to conduct a licensing study.

Plan of Improvement: No Plan Developed

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. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Kristy Granger, Program Official

Date

Jacquelyn Sims, 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) **Met**

Comment

Observed-Variety Throughout Center

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

Comment

No Swimming Activities Provided

Evening Care

591-1-1-.32 Staffing/Supervision(CR) **Met**

Comment

No evening care hours observed.

Facility

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

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR) **Met**

Comment

Observation-No Hazards Accessible

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

Technical Assistance

591-1-1-.26 - Consultant spoke with the director and asked that center staff inspect trees for broken and/or hanging limbs before children allowed access to the outside play areas.

Food Service

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

Met

Comment

Consultant observed barbecue sandwiches, celery sticks and sliced peaches to be served for lunch.

Comment

Menu Meets USDA Guidelines

Health and Hygiene

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

Met

Comment

Observed-Proper Diapering

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

Met

Comment

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR)

Met

Comment

Director stated that the center does not dispense medications.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

591-1-1-.21(1)(p) - Center is the process of completing emergency plans.

Correction Deadline: 9/13/2017

Safety

591-1-1-.05 Animals

Met

Comment

No Animals Kept

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

Met

Comment

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)

Met

Comment

No Field Trips at This Time

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

Not Met

Comment

Consultant observed complete checklists for the weeks of August 28, 2017 and September 4, 2017.

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 a review of records, that one of two employees responsible for or participate in transportation, lacked transportation training.

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: 9/18/2017

Comment

591-1-1-.36(4)(a) - Annual vehicle inspection observed to be completed on February 16, 2017.

Correction Deadline: 9/13/2017

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats; disinfecting discussed

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 07/21/2015	
Staff # 2	Met
Date of Hire: 09/01/2017	
Staff # 3	Met
Staff # 4	Not Met
Date of Hire: 05/12/2012	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-c)-2 hrs. Transportation Training missing	
Staff # 5	Met
Date of Hire: 02/13/2013	
Staff # 6	Met
Date of Hire: 05/15/2017	
Staff # 7	Met
Date of Hire: 08/12/2014	

Records Reviewed: 8

Records with Missing/Incomplete Components: 1

Staff # 8

Met

Date of Hire: 03/29/2016

Staff Credentials Reviewed: 8

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

Not Met

Comment

Director provided a file one employee hired since the last visit.

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records, that an employee with a hire date of September 1, 2017, did not complete a local criminal records check. A one day letter was left at the facility.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 9/8/2017

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

Met

Comment

Lead staff education requirements met.

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Direct Supervision/Attentive Staff