



**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: 12/3/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 2:00 PM

CCLC-33729

M & K Academy, Inc.

2183 Anderson Avenue, NE Covington, GA 30014 Newton County
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Regional Consultant

Chrische Walker

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Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation		
12/03/2018	Licensing Study	Good Standing
01/22/2018	Monitoring Visit	Good Standing
09/08/2017	Licensing Study	Good Standing

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.

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	1	14	C	21	C	NA	NA	Circle Time, Transitioning
Main	B-2L		0	0	C	20	C	NA	NA	Not In Use
Main	C- 3L	Infants and One Year Olds	2	9	C	16	C	NA	NA	Nap, Feeding
Main	D- 1R		0	0	C	17	C	NA	NA	Not In Use
Main	E- 2R	Two Year Olds	1	10	C	16	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 90						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 90			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on January 22, 2018. The consultant discussed the Emergency Preparedness Plan on the Department's website. The consultant also discussed the new criminal records background check rule as of October 1, 2018.

Plan of Improvement: Developed This Date 12/03/2018

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

Kristy Granger, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 12/3/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 2:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that lesson plans were not current in Classrooms A-1L, C-3L, and E-2R. All three classrooms displayed lesson plans for the week of October 15, 2018.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 12/4/2018

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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Child # 1

Met

Child # 2

Met

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Not Met

"Missing/Incomplete Components"

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

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please ensure that the children's enrollment forms are completed with the parent's work information and physician information.

Correction Deadline: 12/3/2018

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

Comment

Please secure cleaning tools, including a broom and dust pan out of reach of children in Classroom E-2R's bathroom.

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

Comment

No hazards observed accessible to children on this date.

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

Technical Assistance

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute mulch on the preschool right playground.

Technical Assistance

591-1-1-.26(6) - Please monitor the "S" hooks on two swings on the far left on the preschool right playground.

Correction Deadline: 12/13/2018

Technical Assistance

591-1-1-.26(9) - Please monitor the green mats underneath two yellow swings on the right preschool playground for a potential hazard. Also, please monitor the yellow grip handles on all of the swing handles for wear and tear on the right preschool playground.

Correction Deadline: 12/3/2018

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>

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

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 hand washing procedures.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Great job conducting and documenting fire drills and other emergency drills for the children.

Correction Deadline: 12/8/2018

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

591-1-1-.29 Required Reporting**Met****Comment**

Discussed the new online required reporting requirements.

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****Comment**

A current and completed inspection was observed for vehicle with the tag number PZH3830 used in transporting children on this date. Vehicle with the tag number PMR8481 was not in used on this date.

Comment

Complete documentation of transportation observed.

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: 8****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 06/28/2016

Staff # 2

Met

Date of Hire: 07/21/2015

Staff # 3

Not Met

Date of Hire: 09/01/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4

Met

Date of Hire: 05/12/2012

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

Staff # 8

Met

Date of Hire: 03/29/2016

Staff Credentials Reviewed: 8**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Technical Assistance**

591-1-1-.09(1) - The consultant reviewed and discussed the new national and comprehensive background satisfactory determination letters policy with the Director and the Assistant Director on this date. The consultant discussed that a staff member with only a national satisfactory will have to be supervised with a staff member with a comprehensive background letter and cannot be alone in the classroom.

Comment

Director provided one file for employee hired since last visit.

591-1-1-.14 First Aid & CPR**Met****Comment**

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

591-1-1-.33 Staff Training**Not Met****Comment**

Documentation observed of required staff training. Great job!

Comment

Please ensure completed orientation checklists are documented and signed.

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 one staff member hired on September 1, 2017, did not complete the health and safety training within 90 days of employment.

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: 1/2/2019**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Comment

591-1-1-.33(5) - Please remember that and persons with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 1/2/2019**591-1-1-.31 Staff(CR)****Technical Assistance****Comment**

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

Technical Assistance

591-1-1-.31(1)(c) - Please remember to obtain a copy and/or written verification of the credential or degree awarded to the lead teachers by the technical college, university, school or Department-approved trainer and to be maintained by the Center in the lead teacher's file and such documentation shall be available for inspection by Department staff upon request.

Correction Deadline: 12/3/2018

Correction Deadline: 2/28/2018

Corrected on 12/3/2018

.31(2)(b)2. - The previous citation was corrected on this date. The consultant updated lead teachers credentials on today's visit.

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) **Met**

Comment

Staff observed to provide direct supervision and be attentive to children's needs.