



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: 11/13/2018 **VisitType:** Licensing Study

Arrival: 11:35 AM

Departure: 2:40 PM

CCLC-33751

Learning Train Academy

112 East 9th Ave. Colbert, GA 30628 Madison County
 (706) 207-1674 donnagjordan@hotmail.com

Regional Consultant

Jacquelyn Sims

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jacquelyn.sims@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
11/13/2018	Licensing Study	Good Standing	
03/14/2018	Monitoring Visit	Good Standing	
09/27/2017	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
Main	A/Front	Four Year Olds and Five Year Olds	2	15	C	14	NC	20	C	Story
Main	Down Left	Three Year Olds and Four Year Olds	2	18	C	14	NC	NA	NA	Story
Main	Left Back	One Year Olds	2	8	C	7	NC	NA	NA	Free Play
Main	Right Back	Two Year Olds and Three Year Olds	2	11	C	11	C	NA	NA	Music

Total Capacity @35 sq. ft.: 46

Total Capacity @25 sq. ft.: 52

Total # Children this Date: 52

Total Capacity @35 sq. ft.: 46

Total Capacity @25 sq. ft.: 52

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Playground	94	C
Main	Right Playground	47	C

Comments

The purpose of this visit was to conduct a licensing study. There were no previous rule violations.

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).



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

Debra Gaulding, Program Official

Date

Jacquelyn Sims, Consultant

Date



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Findings Report

Date: 11/13/2018 **VisitType:** Licensing Study

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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

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

Comment

Equipment and furniture observed to be properly secured, as applicable.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

Technical Assistance

591-1-1-.08(6) - Consultant reviewed arrival and departure records. Consultant also spoke with the director and asked that the arrival and departure sheets be revised to reflect signatures of persons dropping off and picking children up each day.

Correction Deadline: 11/13/2018

Facility

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that the following classrooms exceeded their 35 square feet capacity requirement for the following classrooms:

- A/Front - Approximately 15 four-year-old and five-year-old children were present when the space was licensed for approximately 14.
- Down Left - Approximately 18 three-year-old and four-year-old children were present when the space was licensed for approximately 14.
- Left Back - Approximately eight one-year-old children were present when the space was licensed for approximately seven.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 11/13/2018

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on an observation that a pair of adult size scissors and a hand held tape dispenser were observed on the teacher's desk and accessible to the children in care on the Down Left classroom. A bottle of cleaning spray and a bottle of sanitizer were observed on top of children's cubbies and were accessible to the children in the Down Left classroom. When asked, the responsible staff did store the items so that they were inaccessible to the children.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 11/13/2018

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

Inclement weather observed on this date.

Technical Assistance

591-1-1-.26(9) - Consultant spoke with the director and asked that toys and equipment be cleaned on the playground. Consultant also asked the director to ensure that the black piping material on the school age playground be kept free of hazards.

Correction Deadline: 11/13/2018

Health and Hygiene

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

Staff stated the various times that hand washing takes place throughout each day. Staff also stated the proper diapering procedure.

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

Staff were observed to assist and remind children to wash hands.

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

Discussed proper medication documentation and procedures. Consultant also asked the director to keep a watch of expiration dates on medications to ensure that they are returned to parents.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records, that the center lacked documentation to show that fire drills were conducted May through July of 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 11/18/2018

Safety

591-1-1-.05 Animals**Met****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)**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**

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 2**

Staff # 1 Date of Hire: 08/04/2017	Met
Staff # 2 Date of Hire: 08/08/2017	Met
Staff # 3 Date of Hire: 08/08/2017 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 4 Date of Hire: 08/15/2001	Met
Staff # 5 Date of Hire: 08/08/2017	Met
Staff # 6 Date of Hire: 01/09/2018	Met
Staff # 7 Date of Hire: 08/06/2012 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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Comment

Criminal record checks were observed to be complete for eight of nine employees.

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records, that an employee with a hire date of August 6, 2012 lacked a satisfactory comprehensive background check determination. A one day letter was left with the facility.

POI (Plan of Improvement)

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

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

Met

Comment

Consultant provided updated employment applications to the director for each staff to complete and add to files.

Comment

Staff observed to be compliant with applicable laws and regulations.

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.