



**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:** 12/10/2019 **VisitType:** Monitoring Visit

**Arrival:** 9:15 AM

**Departure:** 11:50 AM

**CCLC-3455**

**Rome Children's Academy**

141 E. 14th Street Rome, GA 30161 Floyd County  
 (706) 378-3940 hca@nwgha.com

**Regional Consultant**

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@dec.al.gov

**Mailing Address**

PO Box 1428  
 Rome, GA 30162

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/10/2019	Monitoring Visit	Good Standing	
09/10/2019	Incident Investigation Closure	Good Standing	
07/31/2019	Incident Investigation & Follow Up	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 (Primary)		0	0	C	19	C	NA	NA	Not In Use
Main	B (Infants)	Infants and One Year Olds	2	5	C	15	C	NA	NA	Nap,Floor Play
Main	C (Toddlers)	One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	1	10	C	18	C	NA	NA	Free Play
Total Capacity @35 sq. ft.:			52			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 52			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	38	C

**Comments**

Consultant discussed criminal record check rules with the person in charge on this date.

Plan of Improvement: Developed This Date 12/10/2019

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Sandra Hudson, Program Official

Date

Rachael Brown, Consultant

Date



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

### Findings Report

**Date:** 12/10/2019 **VisitType:** Monitoring Visit

**Arrival:** 9:15 AM

**Departure:** 11:50 AM

#### CCLC-3455

#### Rome Children's Academy

141 E. 14th Street Rome, GA 30161 Floyd County  
(706) 378-3940 hca@nwgha.com

**Mailing Address**  
PO Box 1428  
Rome, GA 30162

#### Regional Consultant

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@decal.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

#### 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: 5**

**Records with Missing/Incomplete Components: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Met

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

---

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that three out of five children's records were observed to be missing the address of the release persons and the doctor's phone numbers.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 12/17/2019****Recited on 12/10/2019**

<b>Facility</b>
-----------------

---

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

Licensed capacity observed to be met by center on this date.

---

**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)****Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

<b>Food Service</b>
---------------------

---

**591-1-1-.15 Food Service & Nutrition****Met****Correction Deadline: 4/3/2019****Corrected on 12/10/2019**

.15(2) - Citation observed to be corrected on this date. Consultant observed infant feeding plans for all enrolled infants on this date.

<b>Health and Hygiene</b>
---------------------------

---

**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 were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

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

Please be mindful of voice tone in redirecting children.

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position.

**Staff Records****Records Reviewed: 13****Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 04/17/2017	
Staff # 2	Met
Date of Hire: 05/09/2017	
Staff # 3	Met
Date of Hire: 10/22/2019	
Staff # 4	Met
Date of Hire: 09/18/2019	
Staff # 5	Not Met
Date of Hire: 09/09/2019	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 6	Met
Date of Hire: 10/21/2019	
Staff # 7	Met
Date of Hire: 09/17/2019	

**Records Reviewed: 13**

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

Staff # 8 Date of Hire: 08/12/2019	Met
Staff # 9 Date of Hire: 10/07/2019	Met
Staff # 10 Date of Hire: 08/01/2019	Met
Staff # 11 Date of Hire: 08/09/2019	Met
Staff # 12 Date of Hire: 09/19/2019	Met
Staff # 13 Date of Hire: 09/13/2016 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met

**Staff Credentials Reviewed: 5**

---

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

**Correction Deadline: 4/3/2019**

**Corrected on 12/10/2019**

**.09(1)(d) - Citation observed to be corrected on this date. Consultant observed all staff to have Comprehensive Satisfactory determinations on this date.**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff #15 had a comprehensive satisfactory criminal records check that was issued within the preceding 12 months but had not been ported electronically.

**POI (Plan of Improvement)**

The center will electronically port all criminal records check for employees before assigning caregiver responsibilities.

**Correction Deadline: 12/10/2019**

---

**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 review of records that two staff members did not complete health and safety orientation within the first 90 days of hire.

**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: 12/24/2019**

**Recited on 12/10/2019**

**Defer**

591-1-1-.33(6)-Citation deferred until first regulatory visit of 2020.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 5/3/2019**

**591-1-1-.31 Staff(CR)****Met****Comment**

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

**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)****Not Met****Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that one and two-year-old children were in a classroom with three and four-year-old children on this date.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 12/10/2019**

**591-1-1-.32 Supervision(CR)****Met****Comment**

Adequate supervision observed on this date.