



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: 10/3/2017 **VisitType:** Licensing Study **Arrival:** 11:20 AM **Departure:** 4:30 PM

CCLC-36957

Semaj Learning Academy

1420 Northwest Drive Atlanta, GA 30318 Fulton County
 (404) 794-1006 jameswalton790@yahoo.com

Regional Consultant

Margarita Collier

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margarita.collier@decal.ga.gov

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.
10/03/2017	Licensing Study	Support	
05/01/2017	POI Follow Up	Good Standing	
04/13/2017	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/Front	Four Year Olds	1	6	C	26	C	NA	NA	Nap
Main	B/Middle	One Year Olds and Two Year Olds	1	5	C	26	C	NA	NA	Nap
Main	C/Back	Infants and One Year Olds	1	4	C	11	C	NA	NA	Feeding,Nap
Main	D/R		0	0	C	14	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	38	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on May 1, 2017.

Consultant discussed the comprehensive criminal records check procedures with the director on this date.

Plan of Improvement: Developed This Date 10/03/2017

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)

Keisha Reaves, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 10/3/2017 **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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

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

Please be mindful of the expiration dates of the children's immunization certificates and ensure that parents update the following information as needed:

- Parent(s) contact information and home/work address
- Release to persons' contact information and address
- Emergency contact persons' contact information
- Doctor's contact information
- Known allergies

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

Per director the center no longer provides evening care hours. Consultant emailed and reviewed the amendment application with the director on this date. Consultant requested that the director complete the amendment application documenting the changes in the center's hours of operation.

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Observation-Clean and Well Maintained

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

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Comment**

Observation-Center Clean/Well Maintained

Technical Assistance

Reminder-Keep Hazards Inaccessible

591-1-1-.26 Playgrounds(CR)**Not Met****Technical Assistance**

Consultant discussed monitoring the trees surrounding the playground area for loose and/or weak branches on this date.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation of the center's playground areas exposed tree roots were observed at the front right entrance and middle side of the playground area next to the red jungle gym creating a potential tripping hazard.

POI (Plan of Improvement)

The Center will paint and/or cover the exposed tree roots and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 10/3/2017

Food Service

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

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Staff Stated Proper Knowledge

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

Staff members stated the proper handwashing procedures on this date.

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

Per director the center does not administer any medications at this time.

Policies and Procedures

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

Consultant observed the center to have complete documentation of emergency drills.

Correction Deadline: 10/8/2017

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

Reminder-Signs Posted/Up to Date

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

Discussed-Reporting Requirements

Safety

591-1-1-.05 Animals	Met
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Comment

No Animals Kept

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

Observed-Discussion/Redirection

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

No Field Trips at This Time

Technical Assistance

Consultant discussed the following transportation information with the director on this date:

- First check of the vehicle.
- Second check of the vehicle.
- Vehicle Emergency Medical Forms.
- Transportation Agreement Forms.
- Field Trip Forms.

Finding

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on consultant's review of the center's transportation information the center did not have a current annual vehicle inspection report for van tag number PCT 5935. Consultant observed the van's inspection report to have expired on September 26, 2017.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 10/8/2017

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on consultant's review of the center's transportation information staff members pre-populated the first check for the school transportation routes conducted during the week of October 2, 2017 to Usher Elementary, Scott Elementary, Boyd Elementary, and Chattahoochee Head Start prior to the transportation route being completed.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/4/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on consultant's review of the center's transportation information that staff members pre-populated the second checks for the school transportation routes conducted during the week of October 2, 2017 to Usher Elementary, Scott Elementary, Boyd Elementary and Chattahoochee Head Start prior to the transportation route being completed.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/3/2017

Sleeping & Resting Equipment

Comment

Observed-Pleasant Naptime Environment

Finding

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on consultant's observation that six children in classroom A/Front, five children in classroom B/Middle and three children in classroom C/Back were observed to be sleeping on torn mats with exposed foam.

POI (Plan of Improvement)

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

Correction Deadline: 10/3/2017

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Staff # 2	Not Met
Date of Hire: 03/28/2016	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing	
Staff # 3	Not Met
Date of Hire: 07/18/2016	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 4	Met
Date of Hire: 08/28/2017	
Staff # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	

Staff Credentials Reviewed: 5

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

Met

Comment

Consultant reviewed five staff files on this date. Consultant observed five of five staff members to have evidence of a satisfactory determination letter on this date.

Comment

The director provided one file for a staff member hired since the previous visit was conducted on May 1, 2017. Consultant observed one of one staff member to have evidence of a satisfactory determination letter on file on this date.

Comment

Observed-100% Certified First Aid & CPR

Technical Assistance

Please add a pair of protective eye wear to the center and the van's first aid kit.

591-1-1-.33 Staff Training**Not Met****Technical Assistance**

Reminder - Orientation Documented/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 consultant's review of staff files one of five staff members hired prior to September 30, 2016 did not complete the health and safety orientation training as required.

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: 11/2/2017**Technical Assistance**

Please ensure that all newly hired staff members complete the health and safety orientation training and first aid and CPR training within 90 days of their date of hire. Newly hired staff members will also need to complete the following required first year training within one year of their employment anniversary date: four clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on consultant's review of staff files one of five staff members completed less than ten hours of the required first year training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 11/2/2017**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultant's review of staff files one of five staff members completed less than 10 of hours of the required annual training for the year 2016.

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: 11/2/2017

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

Consultant observed all staff members to comply with all laws and regulations on this date.

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