



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: 12/18/2018 **VisitType:** Licensing Study

Arrival: 1:35 PM

Departure: 4:45 PM

CCLC-36957

Semaj Learning Academy

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

Regional Consultant

Lajuana Williams

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Mailing Address
 Same

Quality Rated: ★

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.
12/18/2018	Licensing Study	Good Standing	
06/11/2018	POI Follow Up	Good Standing	
05/18/2018	Complaint Closure	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	Three Year Olds and Four Year Olds	1	6	C	26	C	NA	NA	Nap
Main	B/Middle	One Year Olds and Two Year Olds	1	8	C	26	C	NA	NA	Nap
Main	C/Back	Infants	1	3	C	11	C	NA	NA	Feeding
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: 17			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	38	C

Comments

Plan of Improvement: Developed This Date 12/18/2018

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.decal.ga.gov/CCS/RulesAndRegulations.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@decal.ga.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://decal.ga.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)



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.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Keisha Reeves, Program Official

Date

Lajuana Williams, 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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please ensure current lessons plans are available for each group.

Correction Deadline: 12/18/2018

591-1-1-.12 Equipment & Toys(CR)

Not Met

Correction Deadline: 5/18/2018

Corrected on 12/18/2018

.12(2) - Previous cite corrected

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultant's observation that a television was not secured in room A.

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 12/18/2018

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

N/A

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms**Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observation the restroom ventilation was inoperable in classroom D/R and the first right hallway restroom.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 12/18/2018**Recited on 12/18/2018**

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)**Not Met****Correction Deadline: 5/25/2018****Corrected on 12/18/2018****.25(3) - Previous cite corrected****Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the ceiling in the back right corner of classroom A was stained from a leak.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 12/18/2018

591-1-1-.26 Playgrounds(CR)**Not Met****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 observation that exposed concrete was accessible at the bottom of the sheet located on the right side of the building. Two loose wood planks were observed near the heating and cooling unit located the right side of the building.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 12/18/2018

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
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Comment

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Please make sure that all required signs are posted and up to date.

Safety

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

Center does not keep animals on premises.

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

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

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)	Not Met
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Comment

Afternoon transportation observed this date. Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director, driver and monitor. It was discussed that to ensure paperwork is filled out in its entirety as children are entering and exiting the vehicle the monitor would assist in checking the children on and off on the checklist. It was discussed that while the monitor escorted the children into the building the driver would conduct the first check of the vehicle, sign the checklist and stay with the vehicle until the monitor returns to conduct the second check. It was discussed after the last route of transportation the Director would come out and conduct the second check. Please ensure the vehicle is not left unattended until both checks are conducted.

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on the observation of transportation checklists from the week of December 17, 2018 that the loading and unloading of:

- one child was not accounted for with a mark or symbol at Scott Elementary during morning transportation conducted on December 18, 2018
- one child was not accounted for with a mark or symbol at Usher Elementary during morning transportation conducted on December 18, 2018
- four children were not accounted for with a mark or symbol at Boyd Elementary during morning transportation conducted on December 18, 2018
- six children were not accounted for with a mark or symbol at Chattahoochee Head Start during morning transportation conducted on December 18, 2018.

Additionally, the load and unloading of 27 children was not accounted for with a mark or symbol after morning home transportation conducted on December 18, 2018.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 12/19/2018

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on observation of transportation checklists for Scott Elementary, Usher Elementary, Boyd Elementary, and Chattahoochee Head Start on the morning of December 18, 2018 time of departure, arrival load and return were not documented,

Based on the home checklists for December 18, 2018, time of departure, load times, unload times and time of return to the center was not documented for three routes of morning transportation.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 12/19/2018

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 the observation of transportation checklists for the week of December 17, 2018 for Scott Elementary, Usher Elementary, Boyd Elementary, and Chattahoochee Head Start that a first check of the vehicle was not conducted after morning transportation on December 18, 2018. It was determined that staff did not sign the checklist indicating the vehicle had been checked and all of the children had exited the vehicle.

Additionally, it was determined based on the observation of three home transportation checklists from December 18, 2018, that center staff did not conduct a check of the vehicle after three routes of home transportation to the center. It was determined staff did not sign the checklists indicating a check of the vehicle was conducted each time it returned to the center and that all of the children had exited the vehicle.

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: 12/19/2018

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 the observation of transportation checklists for the week of December 17, 2018 for Scott Elementary, Usher Elementary, Boyd Elementary, and Chattahoochee Head Start that a second check of the vehicle was not conducted after morning transportation on December 18, 2018. It was determined that staff did not sign the checklist indicating the vehicle had been checked and all of the children had exited the vehicle.

Additionally, it was determined based on the observation of three home transportation checklists from December 18, 2018, that center staff did not conduct a second check of the vehicle after three routes of home transportation to the center. It was determined staff did not sign the checklists indicating a check of the vehicle was conducted each time it returned to the center and that all of the children had exited the vehicle.

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: 12/18/2018

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: 5

Records with Missing/Incomplete Components: 3

Staff # 1

Not Met

Date of Hire: 02/23/2016

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing,.36(5)-Drivers License Expired,.24(1)-Evidence of Orientation Missing

Staff # 2

Not Met

Date of Hire: 01/01/2017

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 3

Met

Date of Hire: 03/12/2018

Staff # 4

Not Met

Records Reviewed: 5**Records with Missing/Incomplete Components: 3**

Date of Hire: 08/20/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Met

Date of Hire: 07/18/2016

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Comment**

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Met****Correction Deadline: 6/29/2018****Corrected on 12/18/2018****.14(2) - Previous cite corrected.****591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on observation of staff records that an orientation was not on file for 1 of 5 staff.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 12/18/2018**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 observation of staff records that 1 of 5 staff required evidence of the training.

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: 1/17/2019**Finding**

591-1-1-.33(5) requires the Director and person 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. It was determined based on the observation of staff records that nutrition training was not on file for the Director, who was also responsible for kitchen duties.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 1/17/2019**591-1-1-.31 Staff(CR)****Met**

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**

Correction Deadline: 6/11/2018

Corrected on 12/18/2018

.32(4) - Previous cite corrected.

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

Adequate supervision observed on this date.