



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: 8/28/2018 **VisitType:** Licensing Study **Arrival:** 9:15 AM **Departure:** 2:30 PM

CCLC-38373

Buford Children's Academy

4440 Commerce Drive Buford, GA 30518 Gwinnett County
 (678) 765-7870 bufordchildrensacademy@gmail.com

Mailing Address
 Same

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920
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 stacy.whitten@dec.al.gov

Joint with: Tiffany Carter

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.
08/28/2018	Licensing Study	Good Standing	
02/08/2018	Licensing Study	Good Standing	
07/18/2017	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 - 1R	Three Year Olds	1	10	C	20	C	NA	NA	Outside, Clean Up
Main	B - 2R	Four Year Olds	1	9	C	18	C	NA	NA	Free Play
Main	C - 3R		0	0	C	23	C	NA	NA	
Main	D - 4R		0	0	C	21	C	NA	NA	
Main	E - Rear		0	0	C	26	C	NA	NA	
Main	F - 3L	Two Year Olds	1	7	C	14	C	NA	NA	Free Play
Main	G - 2L	One Year Olds	2	8	C	14	C	NA	NA	Outside
Main	H - 1L	Infants	1	4	C	14	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 150						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 38			Total Capacity @35 sq. ft.: 150			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Left	24	C
Main	B - Middle	169	C
Main	C - Right	66	C

Comments

The purpose of the visit is to conduct a licensing study and to follow up on previous rule violations.

Plan of Improvement: Developed This Date 08/28/2018

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).

	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@decals.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://decals.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.	
Get started today! Sign up by completing a short online application: https://qualityrated.decals.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@decals.ga.gov	

_____ Vanessa Persaud, Program Official	Date	_____ Stacy Whitten, Consultant	Date
_____ Tiffany Carter, Consultant	Date		



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Findings Report

Date: 8/28/2018 **VisitType:** Licensing Study **Arrival:** 9:15 AM **Departure:** 2:30 PM

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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.

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: 3

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(a)-Work Number Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 4	Met
Child # 5	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 two of five children's files did not contain the physician's information and two of five children's files did not contain parent's work phone number.

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: 8/28/2018**Recited on 8/28/2018**

Facility

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

Bathrooms observed to be clean and well maintained.

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****Technical Assistance**

591-1-1-.25 - Consultant discussed with provider that all outlets should remain covered with safety outlet covers. Please ensure that the large paper cutter in the empty classroom is not accessible to children.

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 consultant's observation the following hazards were accessible to the children:

- In the right staff bathroom there was an unlocked cabinet with a bottle of "Scrub and Bubbles" cleaner.
- In the right hall was an unlocked closet with one bottle of shaving cream and one bottle of "Modge Podge."
- In classroom 2-R one bottle of shaving cream, one bottle of sunscreen, and several plastic bags were observed stored in an unlocked cabinet.
- In classroom 2-L several children's bags contained one bottle of sunscreen, one bottle of hand sanitizer, and two bottles of baby lotion.
- In classroom 3-L a child's bag contained one bottle of children's ointment and one bottle of children's sunscreen.

- In classroom 3-L was an adult pair of scissors, a hot glue gun, and a box of metal brads were observed in an unlocked drawer.

All items contained the label "KEEP OUT OF REACH OF 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: 8/28/2018

Recited on 8/28/2018

Correction Deadline: 2/22/2018

Corrected on 8/28/2018

.25(3) - The previous citation was observed to be corrected on this date. The child sized table was removed from classroom G-2L. Furthermore, all of the classroom windows were closed and remained closed per the owner.

591-1-1-.25 Physical Plant-Structural/Mechanical

Technical Assistance

Technical Assistance

591-1-1-.25(4) - Consultant discussed with provider that the ventilation needs to be monitored, maintained or replaced due to not working properly in the bathroom of classroom 3-L.

Correction Deadline: 8/28/2018

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

Not Met

Technical Assistance

591-1-1-.26 - Consultant discussed with provider that the weeds need to be cut throughout the playground and along the fence, where they are starting to grow through. Also, on the right playground, a piece of the wood fence not leading to outside, needs to be repaired where it is broken and has rough edges.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation, that there was a five inch gap, between the two gates on the right side of the fence in the middle playground, which is an entrapment hazard.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 8/31/2018

Correction Deadline: 2/18/2018

Corrected on 8/28/2018

.26(6) - Correction in previous citation that consultant observed there was no chipping paint on any playground equipment.

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation, that on the beige wood, on the middle playground equipment, was not bolted and loose at the top creating an entrapment hazard.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 8/31/2018

Correction Deadline: 2/22/2018

Corrected on 8/28/2018

.26(8) -Correction of the previous citation in that the consultant observed an adequate amount of resilient surface under the slides and swings on the middle and right playgrounds. Consultant discussed with provider to rebluff and redistribute the resilient surface on the right playground.

Food Service

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

Technical Assistance

Technical Assistance

591-1-1-.15 - Please ensure that bottles are covered and fully labeled with child's full name on each individual bottle.

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

Proper hand washing observed throughout the center.

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

Not Met

Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that there were four bottles of "Orajel", one bottle of "Tylenol" and one bottle of "Saline Mist" in several children's cubbies in classroom 3-L.

POI (Plan of Improvement)

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

Correction Deadline: 8/28/2018

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-.36 Transportation(CR)

Met

Correction Deadline: 2/9/2018

Corrected on 8/28/2018

.36(7)(d)1. - Previous citation was corrected on this date.

Correction Deadline: 2/8/2018

Corrected on 8/28/2018

.36(7)(d)2. - Previous citation was corrected on this date.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 14****Records with Missing/Incomplete Components: 2**

Staff # 1 Date of Hire: 09/06/2016	Met
Staff # 2 Date of Hire: 11/30/2015	Met
Staff # 3 Date of Hire: 03/07/2016 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 4 Date of Hire: 02/19/2018	Met
Staff # 5 Date of Hire: 07/18/2018	Met
Staff # 6 Date of Hire: 09/06/2016	Met
Staff # 7 Date of Hire: 08/31/2015	Met
Staff # 8 Date of Hire: 08/03/2018	Met
Staff # 9 Date of Hire: 01/22/2018	Met
Staff # 10 Date of Hire: 04/24/2017	Met
Staff # 11 Date of Hire: 12/02/2016 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 12 Date of Hire: 08/31/2015	Met

Staff # 13

Met

Date of Hire: 08/01/2017

Staff # 14

Met

Date of Hire: 07/18/2016

Staff Credentials Reviewed: 14

591-1-1-.09 Criminal Records Check(CR)**Not Met****Technical Assistance**

591-1-1-.09 - Consultant discussed with provider new criminal records check rule change. On and after October 1, 2018, local background checks (with purpose code "W") will no longer be accepted (no more 21-day provisional employment). Everyone must have at least a fingerprint-based background check letter before they can be present at the center to care for children

Finding

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on review of records that one staff did not have evidence of a satisfactory records check. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

Correction Deadline: 8/28/2018**591-1-1-.14 First Aid & CPR****Not Met****Technical Assistance**

591-1-1-.14 - Consultant discussed with provider that goggles were missing from their first aid kit.

Technical Assistance

591-1-1-.14(1) - Consultant discussed with provider that one staff member has an expired CPR and First Aid training.

Correction Deadline: 9/27/2018**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of staff files one of fourteen staff members did not have evidence of a current first aid and CPR training card on file.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 9/27/2018**591-1-1-.33 Staff Training****Not Met**

Technical Assistance

591-1-1-.33 - Discussed with provider that the staff participating in only transportation is required to have Health and Safety training.

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 fourteen staff members 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: 9/27/2018

Correction Deadline: 2/22/2018

Corrected on 8/28/2018

.33(5) - Previous citation was corrected in that the Director and Cook had there required food nutrition training.

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

Correction Deadline: 2/8/2018

Corrected on 8/28/2018

.31(1)(b)2. - Previous citation was corrected. Based on review of records, Director has the 40 hours director training on this date.

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

Adequate supervision observed on this date.