



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: 3/14/2019 **VisitType:** Monitoring Visit **Arrival:** 8:40 AM **Departure:** 12:30 PM

CCLC-38373

Buford Children's Academy

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

Regional Consultant

Malissa Champion

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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.
03/14/2019	Monitoring Visit	Good Standing	
10/02/2018	POI Follow Up	Good Standing	
09/04/2018	Complaint Closure	Support	

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	Two Year Olds and Three Year Olds	1	6	C	20	C	NA	NA	Free Play
Main	B - 2R	Four Year Olds and Five Year Olds	1	12	C	18	C	NA	NA	Circle Time
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 and Three Year Olds	1	6	C	14	C	NA	NA	Circle Time
Main	G - 2L	One Year Olds	1	6	C	14	C	NA	NA	Free Play
Main	H - 1L	Infants and One Year Olds	1	4	C	14	C	NA	NA	Floor Play

Total Capacity @35 sq. ft.: 150

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 34

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 this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on August 28, 2018.

Plan of Improvement: Developed This Date 03/14/2019

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.al.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@dec.al.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://dec.al.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.dec.al.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@dec.al.ga.gov

Vanessa Persaud, Program Official

Date

Malissa Champion, Consultant

Date



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Findings Report

Date: 3/14/2019 **VisitType:** Monitoring Visit **Arrival:** 8:40 AM **Departure:** 12:30 PM

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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)

Met

Comment

Center does not provide swimming activities.

Facility

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: 10/2/2018

Corrected on 3/14/2019

.25(13) - The previous citation was observed to be corrected on this date. The consultant observed all hazardous items stored in a locked container and/or cabinet on this date.

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 and staff statements that a toilet in classroom B-2R and a toilet and sink in classroom F-3L were not in working order.

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: 3/14/2019

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

Technical Assistance

Technical Assistance

591-1-1-.26 - Playground observed to be clean and in good repair. Consultant discussed monitoring the chain link fence surrounding the playground area for normal wear and tear (i.e. exposed rough edges, entrapment hazards, etc.) with the director on this date. Please check the fence daily and complete repairs as needed to prevent potential incidents involving children and/or staff. Consultant also discussed maintenance of resilient surface with the provider on this date. Please fluff and redistribute.

Correction Deadline: 10/2/2018

Corrected on 3/14/2019

.26(9) - The previous citation was observed to be corrected on this date. The consultant observed Playground A, Playground B and Playground C to be clear of any spider webs and ant mounds on this date.

Health and Hygiene

591-1-1-.07 Children's Health

Not Met

Finding

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on observation that a child in the G-2L classroom had a pacifier clip attached to their clothing.

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 3/14/2019

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)

Met

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 12****Records with Missing/Incomplete Components: 3**

Staff # 1 Date of Hire: 11/30/2015	Met
Staff # 2 Date of Hire: 03/07/2016	Met
Staff # 3 Date of Hire: 09/06/2016	Met
Staff # 4 Date of Hire: 12/21/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 5 Date of Hire: 08/31/2015	Met
Staff # 6 Date of Hire: 12/12/2018 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 7 Date of Hire: 02/18/2019	Met
Staff # 8 Date of Hire: 11/13/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 9 Date of Hire: 01/22/2018	Met
Staff # 10 Date of Hire: 08/31/2015	Met
Staff # 11 Date of Hire: 08/01/2017	Met

Staff # 12

Met

Date of Hire: 07/18/2016

Staff Credentials Reviewed: 12

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

591-1-1-.09(1.)(b) requires the Center to ensure that every Director 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 Director 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 the Director on site did not have a comprehensive background check on file. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will send staff member to be fingerprinted today to ensure that the Director 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 Director 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center owner will complete A to Z background Check video units prior to consultant leaving on this date to ensure that there are no questions regarding CRC rules and to ensure that the CRC rules are maintained going forward.

Correction Deadline: 3/14/2019**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 a review of records that one staff member with a national background check was not ported.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will always check portability date and port future staff over prior to employment to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center owner will complete A to Z Background Check video units and discuss rules with administrative staff to ensure CRC rules are maintained.

Correction Deadline: 3/14/2019**591-1-1-.14 First Aid & CPR****Not Met**

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 a review of staff files one of 12 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. Per the director, the center has a first aid and CPR training class scheduled for Saturday, October 6, 2018.

Correction Deadline: 3/29/2019

Recited on 3/14/2019

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 a review of staff files three of 12 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: 3/29/2019

Recited on 3/14/2019

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: 10/2/2018

Corrected on 3/14/2019

.32(1) - The previous citation was observed to be corrected on this date. Consultant observed all classrooms to maintain proper ratios on this date.

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

Staff observed to provide direct supervision and be attentive to children's needs.