



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: 6/16/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:00 PM

CCLC-38490

Once Upon A Time Academy, LLC

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 (678) 604-7398 onceuponatimeacademy@gmail.com

Regional Consultant

April Brown

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Mailing Address
 Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
06/16/2021	Licensing Study	Good Standing	
11/06/2020	Monitoring Visit	Good Standing	
05/20/2020	Licensing Study	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	Two Year Olds	1	5	C	16	C	NA	NA	Centers
Main	B	Infants	1	3	C	10	C	NA	NA	Floor Play
Main	C	One Year Olds	1	4	C	15	C	NA	NA	Free Play
Main	D	Three Year Olds	1	9	C	23	C	NA	NA	Outside
Main	E		0	0	C	23	C	NA	NA	
Main	F		0	0	C	21	C	NA	NA	

Total Capacity @35 sq. ft.: 108

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 21

Total Capacity @35 sq. ft.: 108

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infant/Toddler	25	C
Main	B	78	C

Comments

An Administrative Review was conducted on June 16, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 16, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 28, 2021, was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 06/16/2021

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

Kiara Greene, Program Official

Date

April Brown, Consultant

Date



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Findings Report

Date: 6/16/2021 **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

Equipment and furniture observed to be properly secured, as applicable on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

N/A

Comment

Center does not provide swimming activities at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	

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

591-1-1-.08 Children's Records**Technical Assistance****Comment**

Parent authorizations obtained and completed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Technical Assistance

Consultant discussed with the director to ensure each child's file contains the following information: 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. A Virtual Visit was conducted due to the COVID-19 pandemic.

Correction Deadline: 6/16/2021**Facility****591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be met by the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Center appears clean and well maintained on this date. Please be mindful to keep items that pose a hazard inaccessible to children. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Playgrounds observed to be clean and in good repair on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Center menu meets USDA guidelines on this date. Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Kitchen appears clean and well organized on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing and sanitizing requirements for diapering were discussed with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Hand washing requirements were discussed with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.20 Medications(CR)**N/A****Comment**

The director reported that the center currently does not dispense or administer medication at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Program was observed to have completed emergency drills as required on this date. Consultant discussed with the director to ensure documentation of the fire extinguisher was also documented on the emergency drill form. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Discussed reporting requirements with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Center does not keep animals on premises at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.36 Transportation(CR)**Met****Comment**

A current and completed inspection was observed for vehicle with tag number ending in NE439 used in transporting children which was completed on June 20, 2020. Per the director, the center does not provide routine transportation at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Center does not provide routine transportation at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position with the director and infant staff members on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 03/19/2019

Staff # 2 Met

Date of Hire: 02/01/2016

Staff # 3 Met

Date of Hire: 07/15/2019

Staff # 4 Met

Staff # 5 Met

Date of Hire: 06/15/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6 Met

Date of Hire: 11/20/2019

Staff # 7 Met

Date of Hire: 02/01/2016

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit which was completed on November 6, 2020. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Criminal record checks were observed to be complete on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.14 First Aid & CPR**Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR on this date. Consultant also discussed with the director to ensure staff members complete hands on First Aid and CPR as required. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.33 Staff Training**Met****Comment**

Documentation observed of required annual staff training for 2020 on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Additional cleaning and sanitizing recommendations due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 28, 2021.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Center observed to maintain appropriate staff:child ratios on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. A Virtual Visit was conducted due to the COVID-19 pandemic.