



**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:** 2/20/2018    **VisitType:** Licensing Study    **Arrival:** 11:15 AM    **Departure:** 3:10 PM

**CCLC-38677**

**Future Leaders Learning Academy**

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(404) 438-8348 swiftcharlotte11@yahoo.com

**Regional Consultant**

Stephen Knighton

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**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
02/20/2018	Licensing Study	Good Standing
07/12/2017	Monitoring Visit	Good Standing
01/19/2017	Licensing Study	Good Standing

**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.

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Single	A/Front R	PreK	1	13	C	25	C	NA	NA	Transitioning
Single	B/Back L	Infants and One Year Olds and Two Year Olds	2	8	C	17	C	NA	NA	Floor Play, Nap
Total Capacity @35 sq. ft.:			42		Total Capacity @25 sq. ft.:		0			
Total # Children this Date:			21		Total Capacity @35 sq. ft.:		42			
					Total Capacity @25 sq. ft.:		0			

Building	Playground	Playground Occupancy	Playground Compliance
Single	PG/ A	20	C

**Comments**

Plan of Improvement: Developed This Date 02/20/2018

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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](mailto: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.

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**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](mailto:qualityrated@decals.ga.gov)

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CHARLOTTE SWIFT, Program Official

Date

Stephen Knighton, Consultant

Date



**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 a review of records that three out of three children's records reviewed were missing required enrollment information.

**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: 2/20/2018**

<b>Facility</b>
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**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)**

Met

**Comment**

Center appears clean and well maintained.

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

Met

**Comment**

Consultant observed the outdoor play area; it is currently under construction and a new fence is being installed, a concrete basketball court and new playground equipment is being added to the outdoor play area.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

Met

**Correction Deadline: 7/12/2017**

**Corrected on 2/20/2018**

.10(5) - Consultant observed previous citation to be corrected in that appropriate diapering was observed on this date.

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

Met

**Comment**

Proper hand washing observed throughout the center.

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

Met

**Comment**

Discussed proper medication documentation and procedures.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 7/31/2017****Corrected on 2/20/2018****.21(3) - Consultant observed previous citation to be corrected in that fire drills were conducted every month since April 2017 as required.****Safety**

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

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

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Staff Records**

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**Records Reviewed: 6****Records with Missing/Incomplete Components: 3**

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Staff # 1

Met

Date of Hire: 04/20/2015

Staff # 2

Met

Date of Hire: 03/04/2016

Staff # 3

Met

Date of Hire: 02/04/2015

Staff # 4

Not Met

Date of Hire: 06/18/1999

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 10/12/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 6

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 6**

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

**Met**

**Correction Deadline: 7/12/2017**

**Corrected on 2/20/2018**

**.09(1)(i) - Consultant observed previous citation to be corrected in that all current staff have obtained satisfactory fingerprint determination letters as required.**

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

**Met**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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**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 a review of records that three employees did not have evidence of orientation completed as required.

**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: 2/26/2018**

**Correction Deadline: 8/11/2017**

**Corrected on 2/20/2018**

**.33(3) - Consultant observed previous citation to be corrected in that all current employees have obtained their health and safety orientation training as required.**

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

**Not Met**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that one lead teacher did not have evidence of a education training or a professional learning plan on file as required.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 3/12/2018**

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**Staffing and Supervision**

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

**Met**

**Correction Deadline: 7/12/2017**

Corrected on 2/20/2018

.32(2) - Consultant observed previous citation to be corrected in that consultant observed all classrooms to have the correct staff child ratio as required.

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591-1-1-.32 Supervision(CR)

Met

**Comment**

Adequate supervision observed on this date.