



**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:** 8/1/2019    **VisitType:** Incident Investigation/Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 1:45 PM

**CCLC-38702**

**Suwanee Prep Academy**

2150 Lawrenceville Suwanee Road Suwanee, GA 30024 Gwinnett County  
 (678) 878-2956 irwilliams060270@gmail.com

**Mailing Address**  
 Same

**Regional Consultant**

Mandi Sloan

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**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>		
08/01/2019	Incident Investigation/Monitoring Visit	Good Standing
08/01/2019	Incident Investigation Closure	Good Standing
06/18/2019	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
Main	A - 1R	Infants and One Year Olds	1	3	C	7	C	NA	NA	Nap,Feeding
Main	B - 2R		0	0	C	13	C	NA	NA	
Main	C - 3R	One Year Olds	2	7	C	19	C	NA	NA	Outside
Main	D - Middle	Three Year Olds	1	15	C	25	C	NA	NA	Outside
Main	E - 3L	PreK	1	14	C	25	C	35	C	Transitioning,Outside
Main	F - 2L	Two Year Olds	2	16	C	20	C	28	C	Circle Time
Main	G - 1L	Six Year Olds and Over	1	8	C	20	C	28	C	Free Play
Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 105			Building @35 capacity limited by Heath Department Limitations				
Total # Children this Date: 63			Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 105				
						Building @25 capacity limited by Heath Department Limitations				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Right	22	C
Main	B - Back	139	C

**Comments**

The purpose of today's visit is to conduct a Incident Investigaton and Monitoring Visit.

Plan of Improvement: Developed This Date 08/01/2019

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.state.ga.us/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.

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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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Irma Williams, Program Official

Date

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Mandi Sloan, Consultant

Date



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### Findings Report

**Date:** 8/1/2019      **VisitType:** Incident Investigation/Monitoring Visit      **Arrival:** 9:30 AM      **Departure:** 1:45 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)** **Met**

**Correction Deadline: 6/18/2019**

**Corrected on 8/1/2019**

**.25(17) - Previous citation was corrected on this date as vines and plants which could be hazardous to children were not observed growing on the playground fences.**

**591-1-1-.26 Playgrounds(CR)** **Not Met**

**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 the fence on the back, right corner of the playground, contained a hole measuring two feet by six - twelve inches.

**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: 8/1/2019**

**Correction Deadline: 6/18/2019**

**Corrected on 8/1/2019**

**.26(9) - The previous citation was corrected on this date as the holes and cracks in pink plastic border surrounding the larger playset on the back playground were covered with duct tape, no longer containing a sharp edge.**

**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**

Staff were observed to remind children to wash hands.

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

**Correction Deadline: 6/18/2019**

**Corrected on 8/1/2019**

**.20(2) - The previous citation was corrected on this date as medication records were observed to be complete.**

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures Not Met**

**Technical Assistance**

591-1-1-.21(1)(p) - Consultant discussed with provider to ensure there is a updated written plan for emergencies for the program per the sample emergency plan kept on file. Provider stated they are working on updates to the current emergency plan.

**Correction Deadline: 8/6/2019**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that a tornado drill had not been conducted since September of 2018.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 8/6/2019**

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on review of records that an annual safety check for the vehicle was not available for review.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 8/6/2019**

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on observation that the waterproof covering was ripped on three of eight crib mattress exposing the foam mattress in Room A -1R.

**POI (Plan of Improvement)**

The center will ensure that a crib mattress is firm, tight-fitting without gaps, at least

**Correction Deadline: 8/1/2019**

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**Staff Records**

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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met

**Staff Credentials Reviewed: 2**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Correction Deadline: 6/18/2019****Corrected on 8/1/2019**

**.09(1)(j) - Previous citation was corrected on this date as criminal record checks were observed to be complete.**

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**591-1-1-.33 Staff Training****Defer****Defer**

591-1-1-.33(6)- Previous citation is deferred on this date as there is no training for 2018 to review. 2019 annual training will be reviewed on the next regulatory visit.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 7/18/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

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

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

**Met**

**Comment**

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