



**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:** 3/1/2018    **VisitType:** Licensing Study    **Arrival:** 9:15 AM    **Departure:** 12:30 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**

Stacy Whitten  
Phone: (770) 405-7920  
Fax: (404) 478-8021  
stacy.whitten@dec.al.gov

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
03/01/2018	Licensing Study	Good Standing	
01/11/2018	Complaint Closure	Good Standing	
01/11/2018	Complaint Investigation & 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	Infants	1	5	C	7	C	NA	NA	Floor Play	
Main	B - 2R		0	0	C	13	C	NA	NA		
Main	C - 3R	One Year Olds	1	7	C	19	C	NA	NA	Floor Play	
Main	D - Middle	Three Year Olds	1	13	C	25	C	NA	NA	Centers	
Main	E - 3L	Four Year Olds	2	18	C	25	C	35	C	Centers	
Main	F - 2L	Two Year Olds	2	14	C	20	C	28	C	Circle Time	
Main	G - 1L		0	0	C	20	C	28	C		
Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 105			Building @35 capacity limited by Heath Department Limitations					
Total # Children this Date: 57			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 this visit was to conduct a licensing study and follow up on previous rule violations. A one day letter was left on this date.

Plan of Improvement: Developed This Date 03/01/2018

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.

**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](mailto: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). 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.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](mailto:qualityrated@dec.al.ga.gov)

Irma Williams, Program Official

Date

Stacy Whitten, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.12 Equipment & Toys(CR)**

**Technical Assistance**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Technical Assistance**

Consultant discussed with provider to tape or cover electrical cords to computers in classrooms D - Middle and 3L to ensure they do not cause any strangulation hazards.

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

**N/A**

**Comment**

Center does not provide swimming activities.

**Evening Care**

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

**Met**

**Comment**

Evening care provided from 6:30 pm - 8:00 pm

**Facility**

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****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 an observation that there was one tube of Gold Bond medicated eczema cream in one child's backpack and two small first aid kit containers with antiseptic wipes inside. Both children's bags were hanging on cubbie hooks and accessible to 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: 3/1/2018****Technical Assistance**

Consultant spoke with provider to ensure all electrical outlets remained covered with child safety covers.

**Correction Deadline: 3/1/2018**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

<b>Health and Hygiene</b>
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**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****Comment**

Documentation for medication dispensing observed complete.

<b>Safety</b>
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**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-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****Met****Correction Deadline: 1/12/2018**

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Corrected on 3/1/2018

.36(7)(b) - Correction of the previous citation in that consultant observed and the provider stated that they are no longer providing routine transportation.

Correction Deadline: 1/12/2018

Corrected on 3/1/2018

.36(7)(c)2. - Correction of the previous citation in that consultant observed and the provider stated that they are no longer providing routine transportation.

**Sleeping & Resting Equipment**

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

Met

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

**Records Reviewed: 15**

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

Staff # 1 Not Met

Date of Hire: 12/13/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Not Met

Date of Hire: 08/30/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3 Met

Date of Hire: 07/01/2017

Staff # 4 Met

Date of Hire: 07/28/2017

Staff # 5 Met

Date of Hire: 07/17/2017

Staff # 6 Met

Date of Hire: 04/11/2017

Staff # 7 Met

Date of Hire: 01/20/2018

Staff # 8 Not Met

Date of Hire: 05/30/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 9 Not Met  
 Date of Hire: 07/01/2015  
"Missing/Incomplete Components"  
 .33(5)-10 Hrs. Annual Training

Staff # 10 Not Met  
 Date of Hire: 01/31/2018  
"Missing/Incomplete Components"  
 .09-Criminal Records Check Missing

Staff # 11 Not Met  
 Date of Hire: 03/05/2016  
"Missing/Incomplete Components"  
 .33(5)-10 Hrs. Annual Training

Staff # 12 Met  
 Date of Hire: 07/01/2017

Staff # 13 Met  
 Date of Hire: 11/01/2017

Staff # 14 Not Met  
 Date of Hire: 01/03/2016  
"Missing/Incomplete Components"  
 .33(5)-10 Hrs. Annual Training

Staff # 15 Met  
 Date of Hire: 08/15/2017

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**Staff Credentials Reviewed: 15**

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

**Comment**

Director provided two file(s) for employees hired since last visit.

**Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one employee was working with a local check that was more than 21 days old and did not have evidence of submitting a fingerprint records check to the department.

**POI (Plan of Improvement)**

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

**Correction Deadline: 3/1/2018**

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

**Not Met**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that six employees with hire dates over a year ago did not have evidence of completing the required 10 hours of annual training.

**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: 3/31/2018**

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

**Met**

**Comment**

Lead staff education requirements are met.

**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**

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