



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: 6/18/2019 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 5:15 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: ★ ★

Compliance Zone Designation		
06/18/2019	Licensing Study	Good Standing
10/03/2018	Monitoring Visit	Good Standing
03/01/2018	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	6	C	7	C	NA	NA	Floor Play, Nap	
Main	B - 2R		0	0	C	13	C	NA	NA		
Main	C - 3R	One Year Olds	1	6	C	19	C	NA	NA	Snack, Transitioning	
Main	D - Middle	Three Year Olds	1	14	C	25	C	NA	NA	Centers	
Main	E - 3L	Four Year Olds and Five Year Olds	23	23	C	25	C	35	C	Transitioning, Snack	
Main	F - 2L	Two Year Olds	2	16	C	20	C	28	C	Transitioning, Snack	
Main	G - 1L	Six Year Olds and Over	1	17	C	20	C	28	C	Centers	
Total Capacity @35 sq. ft.: 105					Total Capacity @25 sq. ft.: 105		Building @35 capacity limited by Heath Department Limitations				
Total # Children this Date: 82			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 Licensing Study.

Plan of Improvement: Developed This Date 06/18/2019

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

Irma Williams, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

Date: 6/18/2019 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 5:15 PM

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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

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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Consultant discussed with provider to ensure parents fully complete all required information on children's enrollment records.

Correction Deadline: 6/18/2019

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****Technical Assistance**

591-1-1-.25(11) - Consultant discussed with provider to ensure that floor tiles do not contain cracks and rugs are placed so that they are smooth and do not pose a tripping hazard.

Correction Deadline: 7/18/2019

Technical Assistance

591-1-1-.25(13) - Consultant discussed with provider to ensure teachers place their belongings out of the reach of children upon entering the classroom for care.

Correction Deadline: 6/18/2019

Finding

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined based on observation that vines and plants which could be hazardous to children were observed growing on the playground fences on the back and left playgrounds. Placement of tomato plants in the garden area were also discussed.

POI (Plan of Improvement)

The harmful item will be removed.

Correction Deadline: 6/18/2019

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

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the pink plastic border surrounding the larger playset contained cracked and sharp edges, posing a potential hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 6/18/2019

Food Service

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

Please ensure that infant feeding forms are updated regularly.

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)**Not Met****Finding**

591-1-1-.20(2) requires that written authorization to dispense medication is limited to two weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. It was determined based on review of records and observation of one inhaler containing albuterol was not dispensed out of its original container and labeled with the child's name.

POI (Plan of Improvement)

The Center will train all Staff on the medication requirements. The designated person(s) will monitor the dispensing of medications.

Correction Deadline: 6/18/2019

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 14**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 08/30/2016

Staff # 2 Met

Date of Hire: 05/09/2019

Staff # 3 Met

Date of Hire: 07/17/2017

Staff # 4 Met

Date of Hire: 09/19/2018

Staff # 5 Met

Records Reviewed: 14**Records with Missing/Incomplete Components: 0**

Date of Hire: 05/09/2019

Staff # 6 Met

Date of Hire: 11/29/2018

Staff # 7 Met

Date of Hire: 05/30/2016

Staff # 8 Met

Date of Hire: 07/01/2015

Staff # 9 Met

Date of Hire: 03/05/2016

Staff # 10 Met

Date of Hire: 06/17/2018

Staff # 11 Met

Date of Hire: 05/20/2019

Staff # 12 Met

Date of Hire: 01/03/2016

Staff # 13 Met

Date of Hire: 08/15/2017

Staff # 14 Met

Date of Hire: 04/25/2019

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 review of records that one staff member with hire date of 1/3/2017 had not been ported electronically. Further, the portability deadline had passed on 10/29/2015. A one day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 will ensure CRC rules are maintained.

Correction Deadline: 6/18/2019

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

Met

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

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 review of records that staff training for 2018 for each employee was not available for review.

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

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.