



**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: 11/18/2019 **VisitType:** Follow-Up

Arrival: 9:30 AM

Departure: 1:05 PM

CCLC-39104

Duncan Creek Academy

2064 Pine Road Dacula, GA 30019 Gwinnett County
(770) 831-1505 npotter@duncancreekacademy.com

Regional Consultant

Quintayna Collins

Phone: (770) 359-4401

Fax:

Jennifer.Taylor@decal.ga.gov

Mailing Address

Same

Quality Rated:

Compliance Zone Designation			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.
11/18/2019	Complaint Closure	Good Standing	
11/18/2019	Complaint Investigation Follow Up	Good Standing	
08/21/2019	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	1R-Rm. L	Infants	1	4	C	13	C	NA	NA	Snack, Floor Play	
Main	2L- Rm. B	One Year Olds	1	8	C	20	C	NA	NA	Circle Time	
Main	2R- Rm. K	Two Year Olds	2	10	C	18	C	NA	NA	Free Play	
Main	3L- Rm. C	Two Year Olds	1	10	C	18	C	NA	NA	Free Play	
Main	3R- Rm. J	Three Year Olds	1	11	C	21	C	NA	NA	Circle Time	
Main	4L- Rm. D	One Year Olds and Two Year Olds	1	9	C	15	C	NA	NA	Free Play	
Main	4R- Rm. I	Three Year Olds and Four Year Olds	1	6	C	20	C	NA	NA	Snack	
Main	5L- Rm. E	PreK	2	20	C	20	C	NA	NA	Snack	
Main	5R- Rm. H PreK 1	PreK	2	20	C	27	C	NA	NA	Centers	
Main	6L- Rm. F PreK 3	PreK	2	16	C	26	C	NA	NA	Circle Time	
Main	7L- Rm. G PreK 2		0	0	C	28	C	NA	NA		
Main	Rm. A- 1L		0	0	C	10	C	NA	NA		
Total Capacity @35 sq. ft.: 236						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 114						Total Capacity @35 sq. ft.: 236				Total Capacity @25 sq. ft.: 0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Infant/toddler	54	C
Main	B - School Age	87	C
Main	C-Preschoolers	49	C

Main	D-Infant-Toddler	14	C
Main	E- Playground	31	C
Main	Playground F- 2's	22	C

Comments

The purpose of this visit was to conduct a complaint investigation follow-up and to follow-up on the previous visit conducted on August 21, 2019.

Plan of Improvement: No Plan Developed

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/Regulations.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.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.

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

Niki Potter, Program Official

Date

Quintayna Collins, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 09/05/2019	
Staff # 2	Met
Date of Hire: 06/06/2017	
Staff # 3	Met
Date of Hire: 07/17/2018	
Staff # 4	Met
Date of Hire: 07/05/2017	
Staff # 5	Met
Date of Hire: 11/20/2018	
Staff # 6	Met
Date of Hire: 01/19/2016	
Staff # 7	Met
Date of Hire: 01/19/2016	
Staff # 8	Met
Date of Hire: 07/21/2015	

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 9 Met
Date of Hire: 04/01/2017

Staff # 10 Met
Date of Hire: 11/05/2018

Staff # 11 Met
Date of Hire: 06/06/2016

Staff Credentials Reviewed: 11

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

Comment

Director provided 5 files for employees hired since last visit.

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

Correction Deadline: 8/21/2019

Corrected on 11/18/2019

.31(2)(b)3.(ii)(I) - (VIII) - The previous citation was observed to be corrected on this date. Plans were in place for newly hired lead teachers on this date.