



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: 1/27/2021 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 10:00 AM

CCLC-39104

Duncan Creek Academy

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

Regional Consultant

Ashley Shirah

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ashley.shirah@dec.al.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.
01/27/2021	Licensing Study	Good Standing	
09/11/2020	Monitoring Visit	Good Standing	
01/29/2020	Licensing Study	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	5	C	13	C	NA	NA	Nap, Floor Play, Feeding
Main	2L- Rm. B	One Year Olds	1	5	C	20	C	NA	NA	Lunch
Main	2R- Rm. K	Two Year Olds	1	6	C	18	C	NA	NA	Lunch
Main	3L- Rm. C	Two Year Olds	1	10	C	18	C	NA	NA	Transitioning
Main	3R- Rm. J	Three Year Olds	1	9	C	21	C	NA	NA	Transitioning
Main	4L- Rm. D		0	0	C	15	C	NA	NA	Not In Use
Main	4R- Rm. I	Four Year Olds	1	11	C	20	C	NA	NA	Lunch
Main	5L- Rm. E	PreK	3	11	C	20	C	NA	NA	Lunch
Main	5R- Rm. H	PreK 1	2	14	C	27	C	NA	NA	Centers
Main	6L- Rm. F	PreK 3	2	15	C	26	C	NA	NA	Circle Time
Main	7L- Rm. G	PreK 2	0	0	C	28	C	NA	NA	Not In Use
Main	Rm. A- 1L		0	0	C	10	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 236

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 86

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

An Administrative Review was conducted on January 27, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on January 27, 2021, with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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

Ashley Shirah, 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)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

591-1-1-.18 Kitchen Operations**Met****Comment**

Discussed menu and rule changes around meals and food served to children ages four and up.

Comment

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through the diapering was observed and the provider displayed proper knowledge of the rules and regulations.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider medication was not dispensed.

Safety

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

Center does not keep animals on premises.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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**

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through SIDS and infant sleeping position was discussed.

Staff Records

Staff # 1 Date of Hire: 08/10/2020	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5 Date of Hire: 06/06/2017	Met
Staff # 6	Met
Staff # 7 Date of Hire: 11/20/2019	Met
Staff # 8 Date of Hire: 07/17/2018	Met
Staff # 9 Date of Hire: 07/05/2017	Met
Staff # 10 Date of Hire: 11/20/2018	Met
Staff # 11 Date of Hire: 01/19/2016	Met
Staff # 12 Date of Hire: 12/09/2018	Met
Staff # 13 Date of Hire: 07/21/2015	Met
Staff # 14 Date of Hire: 10/21/2019	Met
Staff # 15 Date of Hire: 04/01/2017	Met
Staff # 16 Date of Hire: 11/05/2018	Met
Staff # 17	Met

Records Reviewed: 19

Records with Missing/Incomplete Components: 0

Date of Hire: 06/06/2016

Staff # 18

Met

Staff # 19

Met

Staff Credentials Reviewed: 9

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

Met

Comment

Criminal record checks were observed to be complete for 19 of 19 staff on this date.

Comment

Director provided three file(s) for employees hired since last visit on September 11, 2020.

Comment

As a reminder 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.

Correction Deadline: 1/27/2021

Comment

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

591-1-1-.33 Staff Training

Met

Correction Deadline: 12/31/2020

Corrected on 1/27/2021

.33(5) - Correction of previous citation in that five of five staff files were observed to have the required 10 hours of annual training in 2020.

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

Correction Deadline: 1/29/2020

Corrected on 1/27/2021

.31(2)(c) - Correction of previous citation in that all lead teachers were observed to have credentials or have a professional learning plan in place.

Staffing and Supervision

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio were observed.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.