



**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:** 1/29/2020    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:15 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:**

| <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|-----------------------------------|---------------|--|
| 01/29/2020                         | Licensing Study                   | Good Standing |  |
| 11/18/2019                         | Complaint Closure                 | Good Standing |  |
| 11/18/2019                         | Complaint Investigation Follow Up | 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     | 6        | C    | 13         | C            | NA         | NA           | Floor Play  |
| Main     | 2L- Rm. B        | One Year Olds                      | 1     | 6        | C    | 20         | C            | NA         | NA           | Circle Time |
| Main     | 2R- Rm. K        | Two Year Olds                      | 1     | 10       | C    | 18         | C            | NA         | NA           | Free Play   |
| Main     | 3L- Rm. C        | Two Year Olds                      | 2     | 14       | C    | 18         | C            | NA         | NA           | Free Play   |
| Main     | 3R- Rm. J        | Two Year Olds and Three Year Olds  | 1     | 13       | C    | 21         | C            | NA         | NA           | Centers     |
| Main     | 4L- Rm. D        | One Year Olds                      | 1     | 7        | C    | 15         | C            | NA         | NA           | Free Play   |
| Main     | 4R- Rm. I        | Three Year Olds and Four Year Olds | 2     | 17       | C    | 20         | C            | NA         | NA           | Centers     |
| Main     | 5L- Rm. E        | PreK                               | 2     | 20       | C    | 20         | C            | NA         | NA           | Outside     |
| Main     | 5R- Rm. H PreK 1 | PreK                               | 2     | 21       | C    | 27         | C            | NA         | NA           | Centers     |
| Main     | 6L- Rm. F PreK 3 | PreK                               | 2     | 17       | C    | 26         | C            | NA         | NA           | Outside     |
| Main     | 7L- Rm. G PreK 2 |                                    | 0     | 0        | C    | 28         | C            | NA         | NA           |             |
| Main     | Rm. A- 1L        | Infants and One Year Olds          | 1     | 5        | C    | 10         | C            | NA         | NA           | Floor Play  |

Total Capacity @35 sq. ft.: 236

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 136

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**

Plan of Improvement: Developed This Date 01/29/2020

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](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).

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](mailto:qualityrated@decal.ga.gov)

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Niki Potter, Program Official

Date

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Quintayna Collins, Consultant

Date



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### Findings Report

**Date:** 1/29/2020 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 1:15 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.

### 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**

**Comment**

Center appears clean and well maintained.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

**Safety**

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

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**Staff Records**

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**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

|                          |     |
|--------------------------|-----|
| Staff # 1                | Met |
| Date of Hire: 06/06/2017 |     |
| Staff # 2                | Met |
| Date of Hire: 11/20/2019 |     |
| 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: 08/06/2018 |     |
| Staff # 7                | Met |

Date of Hire: 01/19/2016

Staff # 8

Met

Date of Hire: 07/21/2015

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**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records one of 29 staff members did not have evidence of a current CPR and first aid training certificate on file on this date.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 2/28/2020****591-1-1-.33 Staff Training****Not Met****Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and care giver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records one staff member did not have evidence of the required 10 hours of annual training on file on this date.

**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: 12/31/2020**

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

**Not Met**

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review of records four staff members did not have the required lead teacher credentials on file on this date.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 1/29/2020**

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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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.