



**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: 3/5/2019 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 1:00 PM

CCLC-39104

Duncan Creek Academy

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

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920

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stacy.whitten@dec.al.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.
03/05/2019	Licensing Study	Good Standing	
01/25/2019	Incident Investigation Closure	Good Standing	
12/12/2018	Incident 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	2	7	C	20	C	NA	NA	Floor Play	
Main	2R- Rm. K	Two Year Olds and Three Year Olds	2	14	C	18	C	NA	NA	Outside	
Main	3L- Rm. C	Two Year Olds	1	7	C	18	C	NA	NA	Floor Play	
Main	3R- Rm. J	Three Year Olds	1	15	C	21	C	NA	NA	Snack	
Main	4L- Rm. D	One Year Olds and Two Year Olds	2	10	C	15	C	NA	NA	Outside, Transitioning	
Main	4R- Rm. I	Three Year Olds and Four Year Olds	2	20	C	20	C	NA	NA	Centers	
Main	5L- Rm. E	PreK	2	17	C	20	C	NA	NA	Centers	
Main	5R- Rm. H	PreK 1	2	21	C	27	C	NA	NA	Centers	
Main	6L- Rm. F	PreK 3	3	18	C	26	C	NA	NA	Centers	
Main	7L- Rm. G	PreK 2	2	9	C	28	C	NA	NA	Music	
Main	Rm. A- 1L	Infants and One Year Olds	1	3	C	10	C	NA	NA	Floor Play	
Total Capacity @35 sq. ft.: 236						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 147						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 Licensing Study and follow up on previous rule violations.

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

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)

Met

Comment

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

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

N/A

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

Met

Correction Deadline: 1/25/2019

Corrected on 3/5/2019

.08(6) - Correction of the previous citation in that consultant observed center to maintain records of all children's arrival and departure times on this date.

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)**Technical Assistance****Comment**

Playground observed to be clean and in good repair.

Technical Assistance

591-1-1-.26(6) - Consultant discussed with provider to monitor and close tightly or remove the "s" hooks on the swings on the playgrounds.

Correction Deadline: 3/15/2019**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)**Met****Comment**

Documentation for medication dispensing observed complete.

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

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

Correction Deadline: 10/17/2018**Corrected on 3/5/2019****.11(2) - Correction of the previous citation in that consultant observed appropriate discipline procedures on this date.****591-1-1-.36 Transportation(CR)****Met****Comment**

Complete documentation of transportation observed.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 32****Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 02/07/2019	Met
Staff # 2 Date of Hire: 10/11/2018	Met
Staff # 3 Date of Hire: 08/15/2018	Met
Staff # 4 Date of Hire: 07/05/2017	Met
Staff # 5 Date of Hire: 11/21/2017	Met
Staff # 6 Date of Hire: 05/18/2018	Met
Staff # 7 Date of Hire: 03/15/2017	Met
Staff # 8 Date of Hire: 11/15/2018	Met
Staff # 9 Date of Hire: 06/06/2016	Met
Staff # 10 Date of Hire: 10/19/2018	Met
Staff # 11 Date of Hire: 10/02/2018	Met
Staff # 12 Date of Hire: 08/06/2018	Met
Staff # 13 Date of Hire: 04/02/2018	Met
Staff # 14	Met

Date of Hire: 12/04/2018

Staff # 15 Met

Date of Hire: 04/01/2017

Staff # 16 Met

Date of Hire: 08/14/2018

Staff # 17 Met

Date of Hire: 08/27/2018

Staff # 18 Met

Date of Hire: 08/07/2015

Staff # 19 Met

Date of Hire: 07/21/2015

Staff # 20 Met

Date of Hire: 08/22/2017

Staff # 21 Met

Date of Hire: 07/05/2017

Staff # 22 Met

Date of Hire: 11/01/2017

Staff # 23 Met

Date of Hire: 06/06/2017

Staff # 24 Met

Date of Hire: 07/17/2018

Staff # 25 Met

Date of Hire: 12/11/2018

Staff # 26 Met

Date of Hire: 11/20/2018

Staff # 27 Met

Date of Hire: 08/06/2018

Staff # 28 Met

Date of Hire: 01/07/2019

Staff # 29 Met

Date of Hire: 11/05/2018

Records Reviewed: 32

Records with Missing/Incomplete Components: 0

Staff # 30 Met
Date of Hire: 12/14/2018

Staff # 31 Met
Date of Hire: 08/09/2018

Staff # 32 Met
Date of Hire: 04/24/2018

Staff Credentials Reviewed: 32

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 13 file(s) for employees hired since last visit.

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.

Correction Deadline: 10/17/2018

Corrected on 3/5/2019

.32(7) - Correction of the previous citation in that consultant observed staff to provide adequate supervision on this date.