



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: 9/20/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:00 PM

CCLC-39104

Duncan Creek Academy

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

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

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shannon.curtis@dec.al.ga.gov

Joint with: Lynn Schnitzer

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.
09/20/2021	Licensing Study	Good Standing	
01/27/2021	Licensing Study	Good Standing	
09/11/2020	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	2	7	C	13	C	NA	NA	Feeding,Floor Play
Main	2L- Rm. B	One Year Olds	2	13	C	20	C	NA	NA	Nap
Main	2R- Rm. K	Two Year Olds	1	6	C	18	C	NA	NA	Nap
Main	3L- Rm. C	Two Year Olds	2	13	C	18	C	NA	NA	Nap
Main	3R- Rm. J	Three Year Olds	1	10	C	21	C	NA	NA	Nap
Main	4L- Rm. D		0	0	C	15	C	NA	NA	Not In Use
Main	4R- Rm. I	Four Year Olds	1	9	C	20	C	NA	NA	Nap
Main	5L- Rm. E	PreK	3	10	C	20	C	NA	NA	Nap
Main	5R- Rm. H	PreK 1	2	20	C	27	C	NA	NA	Nap
Main	6L- Rm. F	PreK 3	2	20	C	26	C	NA	NA	Nap
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: 108 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 Monday, September 20, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on September 20, 2021 with the Director, Niki Potter. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant provided Live Scan Instructions, Communicable Disease Chart, First Aid Kit and Rule Changes information on this date.

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.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.state.ga.us/>
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.state.ga.us

Niki Potter, Program Official Date

Lynn Schnitzer, Consultant Date

Shannon Curtis, 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.

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

Comment

Parent authorizations obtained/completed.

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

No hazards observed accessible to children on this date.

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

Comment

A Virtual visit was conducted due to COVID-19 pandemic. During the virtual walk through the playground area was not observed due to inclement weather on this date. Consultant discussed with the Director to ensure playground areas are free of all hazardous equipment, required resilient surface beneath the equipment and fall zones on this date.

Food Service

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

Comment

Center menu meets USDA guidelines.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed proper hand washing requirements 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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices and 2021 License on this date.

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

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 09/20/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 08/10/2020	
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Date of Hire: 06/06/2017	
Staff # 6	Met
Date of Hire: 06/06/2017	
Staff # 7	Met
Date of Hire: 11/20/2019	
Staff # 8	Met
Date of Hire: 07/17/2018	

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	Met
Staff # 13	Met
Staff # 14 Date of Hire: 09/06/2019	Met
Staff # 15 Date of Hire: 04/01/2017	Met
Staff # 16 Date of Hire: 03/03/2021	Met
Staff # 17	Met
Staff # 18 Date of Hire: 11/05/2018	Met
Staff # 19 Date of Hire: 06/06/2016	Met
Staff # 20 Date of Hire: 10/14/2020	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23 Date of Hire: 12/04/2014	Met
Staff # 24 Date of Hire: 12/04/2014	Met
Staff # 25	Met

Staff Credentials Reviewed: 9

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

Comment

Director provided four files for employees hired since last visit on January 27, 2021 on this date.

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 **Met**

Comment

Discussed: Health and Safety Training is required for each new staff member with direct care responsibilities within 90 calendar days of their hire date.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

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 ratios 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.