



**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:** 8/21/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 1:30 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/21/2019	Monitoring Visit	Good Standing	
03/05/2019	Licensing Study	Good Standing	
01/25/2019	Incident Investigation Closure	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	6	C	13	C	NA	NA	Floor Play
Main	2L- Rm. B	One Year Olds	2	9	C	20	C	NA	NA	Circle Time
Main	2R- Rm. K	Two Year Olds and Three Year Olds	2	13	C	18	C	NA	NA	Outside
Main	3L- Rm. C	Two Year Olds	1	8	C	18	C	NA	NA	Outside
Main	3R- Rm. J	Three Year Olds	1	13	C	21	C	NA	NA	Circle Time
Main	4L- Rm. D	One Year Olds	2	8	C	15	C	NA	NA	Outside
Main	4R- Rm. I	Three Year Olds	2	12	C	20	C	NA	NA	Centers
Main	5L- Rm. E	PreK	1	14	C	20	C	NA	NA	Centers
Main	5R- Rm. H	PreK 1	2	22	C	27	C	NA	NA	Snack
Main	6L- Rm. F	PreK 3	2	21	C	26	C	NA	NA	Outside
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: 126    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 monitoring visit and follow-up on the previous visit conducted on March 5, 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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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](mailto:qualityrated@dec.state.ga.us)

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Niki Potter, Program Official

Date

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Quintayna Collins, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

#### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(2) - Consultant discussed with provider to monitor playground for paint that could start peeling.

**Correction Deadline: 8/21/2019**

**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**

No hazards observed accessible to children on this date.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26 - Consultant discussed with provider to monitor playground for paint that could start peeling.

#### 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**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

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**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.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 10**

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

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Staff # 1	Met
Date of Hire: 04/09/2019	
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	

**Records Reviewed: 10**

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

Staff # 8 Met  
Date of Hire: 07/21/2015

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

Staff # 10 Met  
Date of Hire: 06/06/2016

**Staff Credentials Reviewed: 8**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 7 file(s) for employees hired since last visit.

**591-1-1-.31 Staff(CR) Not Met**

**Technical Assistance**

591-1-1-.31(2)(b)2. - Consultant discussed with provider to ensure newly hired lead teachers enroll in a program of study within 6 months of hire.

**Correction Deadline: 8/21/2019**

**Finding**

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on review of records the center did not have evidence of a written plan for one lead teacher.

**POI (Plan of Improvement)**

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

**Correction Deadline: 8/21/2019**

**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.