



**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: 9/11/2020 **VisitType:** Monitoring Visit **Arrival:** 10:30 AM **Departure:** 11:50 AM

CCLC-39104

Duncan Creek Academy

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

Regional Consultant

Malissa Champion

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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.
09/11/2020	Monitoring Visit	Good Standing	
01/29/2020	Licensing Study	Good Standing	
11/18/2019	Complaint 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	1	6	C	13	C	NA	NA	Free Play, Floor Play
Main	2L- Rm. B	One Year Olds	1	6	C	20	C	NA	NA	Story
Main	2R- Rm. K	Two Year Olds and Three Year Olds	1	10	C	18	C	NA	NA	Outside
Main	3L- Rm. C	Two Year Olds	1	7	C	18	C	NA	NA	Outside
Main	3R- Rm. J		0	0	C	21	C	NA	NA	
Main	4L- Rm. D		0	0	C	15	C	NA	NA	
Main	4R- Rm. I	Three Year Olds and Four Year Olds	1	9	C	20	C	NA	NA	Centers
Main	5L- Rm. E	PreK	2	10	C	20	C	NA	NA	Outside
Main	5R- Rm. H PreK 1	PreK	2	11	C	27	C	NA	NA	Centers
Main	6L- Rm. F PreK 3	PreK	2	11	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: 70			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

A virtual inspection was conducted on September 11, 2020 with the Director. Background checks were reviewed. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 16, 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.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

Malissa Champion, 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)

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 this date. Consultant discussed with provider the licensing capacity and not to exceed the capacity of the original license.

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

The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

Health and Hygiene

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

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Hand washing and sanitizing requirements were discussed with the Director on this date.

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

The Provider currently does not dispense/administer medication.

Safety

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-.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**

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 14**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/10/2020

Staff # 2

Met

Date of Hire: 06/06/2017

Staff # 3

Met

Date of Hire: 08/07/2015

Staff # 4

Met

Records Reviewed: 14**Records with Missing/Incomplete Components: 0**

Date of Hire: 11/20/2019

Staff # 5 Met

Date of Hire: 07/17/2018

Staff # 6 Met

Date of Hire: 07/05/2017

Staff # 7 Met

Date of Hire: 11/20/2018

Staff # 8 Met

Date of Hire: 01/19/2016

Staff # 9 Met

Date of Hire: 07/21/2015

Staff # 10 Met

Date of Hire: 04/02/2018

Staff # 11 Met

Date of Hire: 04/01/2017

Staff # 12 Met

Date of Hire: 11/05/2018

Staff # 13 Met

Date of Hire: 10/15/2019

Staff # 14 Met

Date of Hire: 06/06/2016

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.

Comment

Director provided two (2) files for employees hired since last visit on January 29, 2020.

591-1-1-.14 First Aid & CPR Met**Correction Deadline: 2/28/2020****Corrected on 9/11/2020****.14(1) - The previous citation was observed to be corrected on this date. First Aid/CPR- CPR and First Aid requirements are met per current COVID-19 guidelines.****591-1-1-.33 Staff Training Defer**

Defer

591-1-1-.33(5)- This rule will be reviewed during the next regularly scheduled visit.

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

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

Defer

Comment

Staff observed to be compliant with applicable laws and regulations. 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 16, 2020.

Defer

591-1-1-.31(2)(c)- This rule will be reviewed during the regularly scheduled visit.

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

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

Adequate supervision observed on this date.