



**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:** 2/19/2018 **VisitType:** Licensing Study **Arrival:** 11:25 AM **Departure:** 1:20 PM

**CCLC-39177**

**Shannon Academy**

355 FREEMAN ROAD Forsyth, GA 31029 Monroe County  
 (478) 994-6639 tshannon12@yahoo.com

**Mailing Address**

P. O. BOX 5673  
 FORSYTH, GA 31029

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@dec.al.ga.gov

**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.
02/19/2018	Licensing Study	Support	
07/27/2017	Monitoring Visit	Good Standing	
01/05/2017	Licensing Study	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	A: Entrance	Three Year Olds and Four Year Olds	2	8	C	10	C	15	C	Transitioning
Main	B: Upper Front Left	Six Year Olds and Over	0	3	NC	6	C	9	C	Free Play
Main	C: Upper Right (Off Kitchen)		0	0	C	4	C	NA	NA	Not In Use
Main	D: Upper Back Left		0	0	C	3	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 31							

Total # Children this Date: 11

Total Capacity @35 sq. ft.: 23

Total Capacity @25 sq. ft.: 31

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: To Be Submitted 03/05/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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.

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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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Tina Shannon, Program Official

Date

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Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 2/19/2018 **VisitType:** Licensing Study

**Arrival:** 11:25 AM

**Departure:** 1:20 PM

**CCLC-39177**

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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: 4**

**Records with Missing/Incomplete Components: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

**Correction Deadline: 2/19/2018**

Met

Bathrooms observed to be clean and well maintained.

Met

Licensed capacity observed to be routinely met by center.

Met

Please be mindful to keep items that pose a hazard inaccessible to children.

Met

Discussed maintenance of resilient surface. Please fluff and redistribute.

Playground observed to be clean and in good repair.

**Corrected on 2/19/2018**

**.26(8) - Previous citation corrected.**

## Food Service

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL: <http://decalfga.gov/CACFP/Handbook.aspx>

USDA: <http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Met

**Comment**

There are no diapered children enrolled.

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

Met

**Comment**

Proper hand washing observed throughout the center.

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

Not Met

**Finding**

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that there was two containers of medication (Hylands: Cold and Cough and Dollar General: Pain and Fever Relief) stored in a child's back pack accessible to children.

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**Correction Deadline: 2/19/2018**

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

Not Met

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on observation that there was no documentation to show that drills had been conducted for December of 2017 and January of 2018.

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**Correction Deadline: 2/28/2018**

	<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

Staff were observed to maintain a positive learning environment 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)** **Not Met**

**Comment**

Routine transportation was not observed today due to schools being closed.

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**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on observation that the annual vehicle inspection on file was expired. The inspection was dated for January 24, 2017.

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**Correction Deadline: 2/28/2018**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on observation that four out of sixteen children being transported did not have a transportation agreement on file.

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**Correction Deadline: 2/20/2018**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on observation that four out of sixteen children being transported did not have emergency medical information record.

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**Correction Deadline: 2/20/2018**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**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.

<b>Staff Records</b>
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**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 1**

Staff # 2

Not Met

Date of Hire: 11/20/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing,.09-Criminal Records Check Missing

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training, .33(5)-10 Hrs. Annual Training

Staff # 3

Met

**Staff Credentials Reviewed: 3**

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**591-1-1-.09 Criminal Records Check(CR)**

**Not Met**

**Comment**

Comprehensive Background Check on file by October 1, 2018. If you have question please contact the Records Unit at 1 (855) 884 7444.

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**Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on observation that one staff did not have a satisfactory records check determination on file.

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**Correction Deadline: 2/19/2018**

**Recited on 2/19/2018**

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**591-1-1-.14 First Aid & CPR**

**Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on observation that one staff person did not get trained in CPR and first aid within their first 90 days of hire.

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**Correction Deadline: 3/21/2018**

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**591-1-1-.33 Staff Training**

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on observation that one staff member did not complete the health and safety training within the first 90 days of employment.

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**Correction Deadline: 3/21/2018**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on observation that one staff person did not complete training for 2017.

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**Correction Deadline: 12/31/2018**

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

**Not Met**

**Finding**

591-1-1-.31(11) requires the Center to have qualified and sufficient direct-care, clerical, housekeeping, maintenance and other employees to ensure full compliance with these rules without neglecting the supervision of children. It was determined based on observation that the center did not have adequate staffing causing one staff to neglect the supervision of the children to prepare lunch for the center.

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**Correction Deadline: 2/19/2018**

**Comment**

591-1-1-.31(13) Staff in compliance with all applicable laws and regulations in that no criminal act, as defined under Georgia law, has been committed in the presence of the children enrolled.

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**Correction Deadline: 2/19/2018**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Proper ratios were discussed with the director on this date.

**Correction Deadline: 2/19/2018**

**Corrected on 2/19/2018**

**.32(1) - Previous citation corrected.**

**591-1-1-.32 Supervision(CR)**

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that room B was not properly supervised in that one staff was responsible for the supervision of room A and B for more than a brief period of time. The other staff person was observed preparing lunch for the center.

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**Correction Deadline: 2/19/2018**

**Recited on 2/19/2018**