



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: 10/15/2019 **VisitType:** Monitoring Visit

Arrival: 9:00 AM

Departure: 10:25 AM

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

Laura Johnson

Phone: (470) 891-3520

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laura.johnson@dec.al.ga.gov

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.
10/15/2019	Monitoring Visit	Good Standing	
04/25/2019	Licensing Study	Good Standing	
12/07/2018	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	A: Entrance	Four Year Olds	1	7	C	10	C	15	C	Transitioning, Outside
Main	B: Upper Front Left	Three Year Olds	1	6	C	6	C	9	C	Outside
Main	C: Upper Right (Off Kitchen)	Two Year Olds	1	4	C	4	C	NA	NA	Outside
Main	D: Upper Back Left		0	0	C	3	C	NA	NA	
Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 31							
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 23							
			Total Capacity @25 sq. ft.: 31							

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of today's visit is to complete a monitoring visit. This is the first visit of the fiscal year.

The director stated that they do not provide medications or swimming activities.

All criminal record checks were observed complete. The director provided files for two new employees hired since the last visit.

Plan of Improvement: Developed This Date 10/15/2019

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/RuleAndRegulations.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.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

Tina Shannon, Program Official

Date

Laura Johnson, Consultant

Date



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Findings Report

Date: 10/15/2019 **VisitType:** Monitoring Visit

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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

Correction Deadline: 4/25/2019

Corrected on 10/15/2019

.19(1) - This citation was corrected on this date. Capacity was met in all classrooms on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Center appears clean and well maintained.

Correction Deadline: 4/25/2019

Corrected on 10/15/2019

.25(17) - This citation was corrected on this date. All thorny bushes were observed removed from the playground.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Correction Deadline: 5/5/2019

Corrected on 10/15/2019

.26(6) - This citation was corrected on this date. All hazardous equipment was observed removed from the playground.

Health and Hygiene

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

Met

Comment

There were no diapered children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Met

Comment

Staff were observed to remind children to wash hands.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Correction Deadline: 4/30/2019

Corrected on 10/15/2019

.21(3) - This citation was corrected on this date. The emergency drills log was observed complete and up-to-date.

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

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

591-1-1-.36 Transportation(CR)

Met

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Met

Comment

The center does not care for infants.

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

Staff # 1	Met
Date of Hire: 12/08/2012	
Staff # 2	Met
Date of Hire: 09/30/2019	
Staff # 3	Met
Date of Hire: 09/30/2019	
Staff # 4	Met
Date of Hire: 04/04/1994	

Staff Credentials Reviewed: 4

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

Criminal record checks were observed to be complete.

Comment

Director provided two files for employees hired since last visit.

591-1-1-.14 First Aid & CPR	Met
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Correction Deadline: 6/1/2019**Corrected on 10/15/2019****.14(1) - This citation was corrected on this date. The director had evidence of completing CPR and First Aid certification and 50% of staff did have certification in CPR and First Aid.****Correction Deadline: 5/9/2019****Corrected on 10/15/2019****.14(1)(a) - This citation was corrected on this date. The director had evidence of certification in CPR and First Aid as required.****Correction Deadline: 5/25/2019****Corrected on 10/15/2019****.14(2) - This citation was corrected on this date. The staff members are no longer employed at the center.**

591-1-1-.33 Staff Training	Defer
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Correction Deadline: 5/25/2019**Corrected on 10/15/2019****.33(3) - This citation was corrected on this date. All staff have Health & Safety orientation as required.****Defer**

591-1-1-.33(6)- This citation was deferred. Annual training will be reviewed at the next regulatory 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: 12/31/2019

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

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.