



**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:** 2/6/2019    **VisitType:** Licensing Study    **Arrival:** 10:20 AM    **Departure:** 12:30 PM

**CCLC-39351**

**Early Foundation Academy**

467 Bethesda School Road Lawrenceville, GA 30044 Gwinnett County  
(470) 268-4590 early-foundation@att.net

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 02/06/2019                         | Licensing Study  | Good Standing |  |
| 09/11/2018                         | Monitoring Visit | Good Standing |  |
| 05/21/2018                         | 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               |
|--------------------------------|----------|--|--------------------------------|----------|------|-------------------------------|--------------|--|--------------|---------------------|
| Single                         | A/Front  | Two Year Olds and Three Year Olds and Four Year Olds | 1                              | 8        | C    | 7                             | NC           | NA   | NA           | Art                 |
| Single                         | B/Left   | Infants  | 1                              | 3        | C    | 4                             | C            | NA   | NA           | Feeding, Floor Play |
| Single                         | C/Back R | One Year Olds and Two Year Olds                      | 1                              | 7        | C    | 7                             | C            | NA   | NA           | Centers             |
| Total Capacity @35 sq. ft.: 18 |          |  |                                |          |      | Total Capacity @25 sq. ft.: 0 |              | Building @35 capacity limited by Fire Marshall Limitations |              |                     |
| Total # Children this Date: 18 |          |  | Total Capacity @35 sq. ft.: 18 |          |      | Total Capacity @25 sq. ft.: 0 |              |  |              |                     |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Single   | PG/ A      | 36                   | C                     |

**Comments**

The purpose of this visit was to conduct a licensing study. A one-day letter was left on this date.

Plan of Improvement: Developed This Date 02/06/2019

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/Regulations.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Nakia Cerna, Program Official

Date

LaQuita Clark, 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-.03 Activities**

**Met**

**Comment**

A variety of developmentally appropriate activities were observed to be provided. Complete lesson plans were observed on file.

**Correction Deadline: 2/6/2019**

**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.

### Children's Records

**Records Reviewed: 4**

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

|           |     |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized. Complete documentation of arrival and departure records were observed on file.

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**Facility**

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**591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined, based on observation, eight children were observed in care in Classroom A/Front, when the capacity for the room was seven children.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 2/6/2019**

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

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

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**Food Service**

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

Center menu meets USDA guidelines. Current and complete infant feeding plans were observed on file.

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**Health and Hygiene**

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

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

Complete documentation of emergency drills were observed on file. A current emergency plan was also on file.

Correction Deadline: 2/11/2019

**Safety**

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

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**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

Met

Correction Deadline: 9/11/2018

Corrected on 2/6/2019

.30(2) - Previous citation has been corrected in that safe sleep rules were observed to be followed on this date. Safety approved cribs were observed.

**Staff Records**

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 08/21/2017

Staff # 2

Met

Date of Hire: 12/03/2015

Staff # 3

Met

Date of Hire: 09/26/2016

Staff # 4

Met

Date of Hire: 07/18/2015

Staff # 5

Not Met

Date of Hire: 12/17/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Met

Date of Hire: 07/18/2015

**Staff Credentials Reviewed: 6**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of files, there was not evidence of one employee having submitted both a records check application to the department or having fingerprints ran at an authorized fingerprinting site.

**POI (Plan of Improvement)**

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**Correction Deadline: 2/6/2019****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined, based on review of files, one staff member was present at the facility with only a local background check and there was no evidence of a valid and current satisfactory comprehensive background check on file.

**POI (Plan of Improvement)**

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

**Correction Deadline: 2/6/2019**

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

591-1-1-.14 - Please ensure the new staff member obtains first aid/CPR prior to being employed 90 days.

**Comment**

A complete first aid kit was observed in the center.

**Correction Deadline: 6/20/2018****Corrected on 2/6/2019**

**.14(2) - Previous citation has been corrected in that four of five staff employed over 90 days were observed to have current documentation of CPR/first aid.**

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**591-1-1-.33 Staff Training****Met****Correction Deadline: 12/31/2018****Corrected on 2/6/2019**

**.33(6) - Previous citation has been corrected in that complete documentation of training hours for 2018 were observed on file.**

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

Staff observed to be compliant with applicable laws and regulations.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.