



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: 11/30/2017 **VisitType:** Monitoring Visit

Arrival: 9:55 AM

Departure: 1:00 PM

CCLC-39351

Early Foundation Academy

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

Regional Consultant

Rapheal Betton

Phone: (678) 717-5719

Fax:

rapheal.betton@dec.al.ga.gov

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.
11/30/2017	Monitoring Visit	Good Standing	
02/09/2017	Licensing Study	Good Standing	
10/05/2016	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
Single	A/Front	Three Year Olds and Four Year Olds	0	9	NC	7	NC	NA	NA	Centers
Single	C/Back R	Infants and One Year Olds	1	4	C	7	C	NA	NA	Nap,Floor Play
Total Capacity @35 sq. ft.:			14		Total Capacity @25 sq. ft.:		0			
Total # Children this Date:			13		Total Capacity @35 sq. ft.:		14			
					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 MV and to follow up with the previous visit.

Plan of Improvement: Developed This Date 11/30/2017

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).

	<p>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. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@decals.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://decals.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). 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.decals.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@decals.ga.gov

Nakia Cerna, Program Official

Date

Rapheal Betton, 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

591-1-1-.12 - Consultant observed all equipment to be properly anchored.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

591-1-1-.35 - Director stated that there are no water related activities provided.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1 Met

Child # 2 Met

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)(a)-Work Address Missing,.08(1)-Living arrangements if not with both parents,.08(3)-Address of Release Person Missing

Child # 5 Met

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on consultant's review of records that two of the files reviewed had incomplete enrollment forms.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 12/7/2017

Facility

591-1-1-.19 License Capacity(CR)**Met****Comment**

Discuss-Children Moved Maintain Capacity

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant's observation that a bottle of clubroom bleach was observed to be present in an unlocked cabinet in the infant toddler room.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 11/30/2017

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

Observation-Clean/Good Repair

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Correction Deadline: 2/9/2017****Corrected on 11/30/2017**

.15(5) - The previous citation was corrected in that the consultant observed children in care to be given food listed on the current menu for the day.

Health and Hygiene

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

Comment

591-1-1-.10 - Staff stated proper knowledge of diapering practices.

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

Comment

591-1-1-.17 - Staff stated proper hand washing procedure throughout the day.

591-1-1-.20 Medications(CR) **N/A**

Comment

591-1-1-.20 - Director stated that there are no medications dispensed.

Safety

591-1-1-.05 Animals **N/A**

Comment

591-1-1-.05 - Director stated that no animals are kept on the premises.

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

Comment

591-1-1-.11 - Staff stated proper knowledge of redirection.

591-1-1-.13 Field Trips(CR) **N/A**

Comment

591-1-1-.13 - Director stated that no field trips are provided.

591-1-1-.36 Transportation(CR) **N/A**

Comment

591-1-1-.36 - Provider stated that no routine transportation is provided.

Sleeping & Resting Equipment

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

Technical Assistance

591-1-1-.30(1)(a)3 - Advised teacher in the infant room to remove a loose fitting sheet and replace with a more fitting sheet.

Correction Deadline: 11/30/2017

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 3

Staff # 1 Not Met

Date of Hire: 08/21/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Not Met

Date of Hire: 12/03/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Records Reviewed: 6

Records with Missing/Incomplete Components: 3

Staff # 4

Not Met

Date of Hire: 09/26/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Staff # 3

Not Met

Date of Hire: 09/15/2015

"Missing/Incomplete Components"

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

Staff # 5

Met

Date of Hire: 09/15/2015

Staff # 6

Met

Staff Credentials Reviewed: 6

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

Met

Comment

Criminal Records Check complete

591-1-1-.33 Staff Training

Not Met

Finding

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on consultants observations that one of four staff were observed to have complete ten hours of BETS training in 2016.

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and care giver 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 consultant's observation that three of the six were observed to not have the required ten hours of BFTS training in 2016.

POI (Plan of Improvement)

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

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: 12/15/2017

Recited on 11/30/2017

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

Met

Correction Deadline: 2/9/2017

Corrected on 11/30/2017

.31(2)(b) - The previous citation was corrected in that minimum credentials were observed.

Staffing and Supervision

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

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Adequate Supervision