



**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: 9/11/2018 **VisitType:** Monitoring Visit **Arrival:** 10:50 AM **Departure:** 12:45 PM

CCLC-39379

Next Level Enrichment Academy

2377 Candler Road Decatur, GA 30032 DeKalb County
(404) 503-8531 dreamsele2012@gmail.com

Regional Consultant

Melyn Smith

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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.
09/11/2018	Monitoring Visit	Good Standing	
01/09/2018	Licensing Study	Good Standing	
08/31/2017	Complaint Investigation & 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	One Year Olds and Two Year Olds	1	7	NC	8	C	NA	NA	Centers
Main	B	Three Year Olds and Four Year Olds and Five Year Olds	1	11	C	13	C	18	C	Art,Transitioning
Main	C		0	0	C	6	C	8	C	
Main	E	Infants	1	2	C	4	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.:			31			Total Capacity @25 sq. ft.: 38				

Total # Children this Date: 20 Total Capacity @35 sq. ft.: 31 Total Capacity @25 sq. ft.: 38

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	13	C

Comments

The consultant discussed the upcoming changes to the Criminal Records Checks at this visit.

Plan of Improvement: Developed This Date 09/11/2018

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).



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.

- 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

Presntissia Hart, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 9/11/2018 **VisitType:** Monitoring Visit **Arrival:** 10:50 AM **Departure:** 12:45 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

591-1-1-.12(3) - Please ensure chairs are not stacked in classrooms when children are present.

Correction Deadline: 9/11/2018

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

N/A

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.

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 observation, that a plastic bag was observed on a low table accessible to children in Room A. It was further determined that plastic bags and an exposed screw were observed accessible to children in an unsecured cabinet under the handwashing sink in Room A.

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: 9/11/2018

Technical Assistance

591-1-1-.25(8) - Please ensure all unused electrical outlets accessible to children are covered.

Correction Deadline: 9/11/2018

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

Correction Deadline: 1/9/2018

Corrected on 9/11/2018

.17(7) - Previous citation corrected, based on observation, in that warm running water was available for children and staff to properly wash their hands on this date.

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

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 review of records, that the Center did not have documentation for completing lockdown drills in 2018 when they are required to be conducted every six months.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 9/21/2018

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)**Not Met****Comment**

Field trip documentation observed to be complete for the field trip taken June 15, 2018 to World of Coke.

Finding

591-1-1-.13(5) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined, based on review of records, that the following was missing on the emergency medical authorization forms for children attending the field trip taken June 15, 2018 to A World of Coke:

- Seven of thirteen emergency medical authorization forms were lacking information for the child's primary physician.
- Three of thirteen emergency medical authorization forms were lacking information for the parents.
- One of thirteen emergency medical authorization forms was lacking information for the emergency contact.

POI (Plan of Improvement)

Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip.

Correction Deadline: 9/14/2018

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 04/24/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.33(3)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 04/10/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3

Not Met

Date of Hire: 02/27/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Staff # 4

Met

Date of Hire: 01/02/2016

Staff # 5

Met

Date of Hire: 12/01/2016

Staff Credentials Reviewed: 5

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

Met

Comment

Criminal records checks were observed to be complete.

Comment

Director provided two files for employees hired since last visit.

Correction Deadline: 1/9/2018

Corrected on 9/11/2018

.09(1)(i) - Previous citation corrected, based on review of records, in that satisfactory criminal records check determination letters dated within 12 months of hire were on file for all staff on this date.

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 review of records, that one staff was lacking the hands-on component of CPR training on this date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/11/2018

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 review of records, that three of five staff were lacking evidence of completing the Health and Safety Orientation Training which was required within 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 9/28/2018

Recited on 9/11/2018

Correction Deadline: 1/16/2018

Corrected on 9/11/2018

.33(6) - Previous citation corrected, based on review of records, in that staff had evidence of completing training for 2018 on this date.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Correction Deadline: 1/23/2018

Corrected on 9/11/2018

.31(2)(b)2. - Previous citation corrected, based on review of records, in that all lead caregivers had documentation of a qualifying credential or of enrollment into a program to obtain a credential on this date.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 1/9/2018

Corrected on 9/11/2018

.32(4) - Previous citation corrected, based on observation, in that children under three years old were housed separate from older children on this date.

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

Met

Comment

Adequate supervision observed on this date.