



**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:** 5/8/2018    **VisitType:** Licensing Study    **Arrival:** 11:50 AM    **Departure:** 2:20 PM

**CCLC-39425**

**The Success Learning Academy (Point South)**

699 Pointe South Parkway Jonesboro, GA 30238 Clayton County  
 (678) 489-5961 success8468@yahoo.com

**Regional Consultant**

Katrina Maddox

Phone: (706) 434-4412

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katrina.maddox@dec.al.gov

**Mailing Address**

2600 Flat Shoals Road  
 College Park, GA 30349

**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.
05/08/2018	Licensing Study	Good Standing	
08/24/2017	Complaint Closure	Good Standing	
08/24/2017	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- PreK- 12yrs ( 1st Left )	PreK	1	16	C	22	C	31	C	Nap
Main	B- STEM Rm- ( 4 - 12 yrs ) 1st Right	PreK	2	21	NC	20	NC	28	C	Lunch
Main	C- 4 to 12 yrs ( 2nd Right )	PreK	2	17	C	23	C	32	C	Story
Main	D - School age ( 3rd right )		0	0	C	12	C	16	C	

Total Capacity @35 sq. ft.: 77

Total Capacity @25 sq. ft.: 107

Total # Children this Date: 54

Total Capacity @35 sq. ft.: 77

Total Capacity @25 sq. ft.: 107

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: No Plan Developed

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.

**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.

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)

Sonja Atkinson, Program Official

Date

Katrina Maddox, Consultant

Date



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### Findings Report

**Date:** 5/8/2018    **VisitType:** Licensing Study    **Arrival:** 11:50 AM    **Departure:** 2:20 PM

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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)**

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**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 review of records that two student enrollment forms were missing father's name, home phone number, home address, cell phone number and employer name, address, phone number, city and state.

**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: 5/8/2018**

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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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 that 21 children were observed to be in the pre-k two classroom when the ratio capacity at 35 sqft. is 20.

**POI (Plan of Improvement)**

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

**Correction Deadline: 5/8/2018**

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

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

## 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)

Met

#### Comment

Documentation for medication dispensing observed complete.

## Policies and Procedures

### 591-1-1-.27 Posted Notices

Met

#### Comment

Observed all required posted notices.

### 591-1-1-.29 Required Reporting

Met

#### Comment

Discussed reporting requirements.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Animals maintained clean and appropriately caged. The 3 classrooms that are operating have pet fish in a small tank.

### 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)

Defer

#### Defer

591-1-1-.36(4)(f)1.- Transportation procedures will be observed during the next visit. Transportation was not observed on this date.

#### POI (Plan of Improvement)

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

**Correction Deadline: 8/24/2017**

**Defer**

591-1-1-.36(7)(a) - Transportation was not observed during the visit. Transportation procedures will be observed during the next visit.

**POI (Plan of Improvement)**

The Center will ensure that the Center's information and the children's information is included on each vehicle.

**Correction Deadline: 8/25/2017**

**Correction Deadline: 8/25/2017**

**Corrected on 5/8/2018**

.36(7)(c)2. - Transportation logs were observed to be filled out completely. Citation has been corrected.

**Correction Deadline: 8/24/2017**

**Corrected on 5/8/2018**

.36(7)(d)2. - transportation logs were observed and both 1st and 2nd checks signatures were observed on the forms.

**Sleeping & Resting Equipment**

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

Met

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 9**

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

Staff # 1 Met  
Date of Hire: 01/17/2016

Staff # 2 Met  
Date of Hire: 10/18/2017

Staff # 3 Met  
Date of Hire: 01/22/2018

Staff # 4 Not Met  
Date of Hire: 07/31/2017

"Missing/Incomplete Components"  
.24(1)-Evidence of Orientation Missing

Staff # 5 Met  
Date of Hire: 12/01/2008

Staff # 6 Met  
Date of Hire: 02/26/2018

Staff # 7 Not Met  
Date of Hire: 03/19/2018

"Missing/Incomplete Components"

**Records Reviewed: 9****Records with Missing/Incomplete Components: 3**

.33(5)-10 Hrs. Annual Training

Staff # 8

Met

Date of Hire: 11/10/2201

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 9

Not Met

Date of Hire: 02/21/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 9****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided 6 file(s) for employees hired since last visit.

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

Complete kits observed in center and on vehicles.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that 4 staff members were missing the documentation of orientation from staff files.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 5/13/2018****591-1-1-.33 Staff Training****Not Met**

**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 review of records that 2 staff member did not complete the required annual 10 hours of training for 2017.

**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: 6/7/2018**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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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**

**Correction Deadline: 8/24/2017**

**Corrected on 5/8/2018**

**.32(7) - Citation has been corrected. No child was left unsupervised.**