



**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:** 3/13/2019    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 1:30 PM

**CCLC-39563**

**Carrington Academy at Suwanee**

3180 Peachtree Parkway Suwanee, GA 30024 Forsyth County  
 (470) 239-8373 jan.beachy@nlcinc.com

**Regional Consultant**

Mandi Sloan

Phone: (770) 357-5097

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**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
03/13/2019	Licensing Study	Good Standing
12/20/2018	Monitoring Visit	Good Standing
03/20/2018	Licensing Study	Good Standing

**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.

**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	Room A- 1	Infants	1	3	C	13	C	NA	NA	Floor Play
Main	Room B- 2	Infants and One Year Olds	1	3	C	12	C	NA	NA	Floor Play
Main	Room C- 3	One Year Olds	1	8	C	13	C	NA	NA	Transitioning
Main	Room D- 4	Two Year Olds	2	9	C	12	C	NA	NA	Transitioning
Main	Room E- 5	Two Year Olds	2	12	C	19	C	NA	NA	Snack
Main	Room F- 6	Two Year Olds	2	14	C	18	C	NA	NA	Snack
Main	Room G- 7	Three Year Olds	1	13	C	21	C	NA	NA	Circle Time
Main	Room H- 8	Three Year Olds and Four Year Olds	2	15	C	21	C	NA	NA	Circle Time
Main	Room I- 9	PreK	1	15	C	23	C	NA	NA	Centers
Main	Room J- 10	Five Year Olds	1	3	C	24	C	NA	NA	Circle Time
Main	Room K- 11		0	0	C	24	C	NA	NA	
Main	Room L- Flex 1 -1st back rt		0	0	C	28	C	NA	NA	
Main	Room M- Flex 2 - 2nd back rt		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 253						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 95			Total Capacity @35 sq. ft.: 253			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A- Preschool/AS	55	C

Main	Playground B- 2's - 3's	55	C
Main	Playground C- Infants/Toddlers	37	C

**Comments**

Plan of Improvement: Developed This Date 03/13/2019

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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Jan Beachy, Program Official

Date

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Mandi Sloan, Consultant

Date



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### Findings Report

**Date:** 3/13/2019 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 1:30 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

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

**Met**

**Comment**

Records were observed to be complete and well organized.

### Facility

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

Licensed capacity observed to be routinely met by center.

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

591-1-1-.25(13) - Consultant discussed with provider to ensure sunscreen is checked in at the front desk and kept out of the reach of children. Also discussed was the need to obtain parental permission per the department's form when administering sunscreen.

**Correction Deadline: 3/13/2019****Technical Assistance**

591-1-1-.25(7) - Consultant discussed with provider to ensure doors to laundry room and playground storage areas be latched or locked so children cannot wander into those areas.

**Correction Deadline: 3/13/2019**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

591-1-1-.26(9) - Consultant discussed with provider to ensure ground remains flush with basketball pad to ensure there are no exposed sharp edges of concrete.

**Correction Deadline: 3/13/2019****Technical Assistance**

591-1-1-.26(9) - Consultant discussed with provider to ensure playground is free of used drinking cups and other litter.

**Correction Deadline: 3/13/2019**

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**Food Service**

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

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Staff stated proper knowledge of hand washing.

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**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that two epi pens and a trainer epi pen were located in a backpack accessible to children in the Private Pre K room.

**POI (Plan of Improvement)**

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

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Correction Deadline: 3/13/2019

<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting**

**Technical Assistance**

**Technical Assistance**

591-1-1-.29 - Consultant discussed new required reporting requirements with provider.

<b>Safety</b>
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**591-1-1-.05 Animals**

**Met**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

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

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**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Field trip documentation observed to be complete.

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

**Not Met**

**Technical Assistance**

591-1-1-.36(7)(b) - Consultant discussed with provider to ensure emergency medical information is maintained on each vehicle for new children enrolled in the program.

**Correction Deadline: 3/14/2019**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records there was no mark/ symbol to account for children during the following times of transportation:

-On March 9, 2019, nine children were not marked unloaded after returning from a field trip to Booth's Western Museum.

-On March 1, 2019, one child was not marked unloaded during afternoon transportation from Brookwood Elementary School.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 3/14/2019**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that arrival and departure times were not noted during the following times of transportation:  
 -On February 25, 2019, there was no notation for return time to facility during routine transportation from Big Creek Elementary School.  
 -On March 6, 2019, there were no arrival or departure times noted on a field trip to Booth's Western Musuem.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 3/14/2019**

**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 30**

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

Staff # 1	Met
Date of Hire: 12/02/2018	
Staff # 2	Met
Date of Hire: 07/27/2018	
Staff # 3	Met
Date of Hire: 01/10/2017	
Staff # 4	Met
Date of Hire: 05/03/2018	
Staff # 5	Met
Date of Hire: 05/18/2017	
Staff # 6	Met
Date of Hire: 10/06/2014	
Staff # 7	Met
Date of Hire: 01/11/2018	
Staff # 8	Met
Date of Hire: 03/06/2017	

Staff # 9 Date of Hire: 08/30/2017	Met
Staff # 10 Date of Hire: 08/17/2017	Met
Staff # 11 Date of Hire: 06/21/2017	Met
Staff # 12 Date of Hire: 07/01/2016	Met
Staff # 13 Date of Hire: 10/03/2016	Met
Staff # 14 Date of Hire: 02/16/2017	Met
Staff # 15 Date of Hire: 05/30/2013	Met
Staff # 16 Date of Hire: 07/17/2018	Met
Staff # 17 Date of Hire: 06/20/2017	Met
Staff # 18 Date of Hire: 07/10/2017	Met
Staff # 19 Date of Hire: 10/15/2018	Met
Staff # 20 Date of Hire: 07/08/2016	Met
Staff # 21 Date of Hire: 10/03/2016	Met
Staff # 22 Date of Hire: 07/25/2016	Met
Staff # 23 Date of Hire: 01/11/2017	Met



**Records Reviewed: 30**

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

Staff # 24 Date of Hire: 12/27/2017	Met
Staff # 25 Date of Hire: 01/08/2018	Met
Staff # 26 Date of Hire: 11/14/2016	Met
Staff # 27 Date of Hire: 02/18/2019	Met
Staff # 28 Date of Hire: 07/27/2018	Met
Staff # 29 Date of Hire: 01/08/2018	Met
Staff # 30 Date of Hire: 02/08/2018	Met

**Staff Credentials Reviewed: 30**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.