



**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: 10/24/2019 **VisitType:** Monitoring Visit

Arrival: 9:10 AM

Departure: 12:50 PM

CCLC-39563

Carrington Academy at Suwanee

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

Mailing Address
Same

Regional Consultant

Candace Gilbert

Phone: (866) 371-4935

Fax: (866) 371-7713

candace.gilbert@decal.ga.gov

Joint with: Rachael Lee

Quality Rated: No

Compliance Zone Designation		
10/24/2019	Monitoring Visit	Good Standing
03/13/2019	Licensing Study	Good Standing
12/20/2018	Monitoring Visit	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	2	3	C	13	C	NA	NA	Circle Time, Feeding
Main	Room B- 2	Infants and One Year Olds	1	4	C	12	C	NA	NA	Floor Play, Free Play
Main	Room C- 3	One Year Olds	2	6	C	13	C	NA	NA	Circle Time
Main	Room D- 4	Two Year Olds	2	5	C	12	C	NA	NA	Transitioning
Main	Room E- 5	Two Year Olds	2	13	C	19	C	NA	NA	Transitioning
Main	Room F- 6	Two Year Olds	1	9	C	18	C	NA	NA	Circle Time
Main	Room G- 7	Three Year Olds	2	13	C	21	C	NA	NA	Transitioning
Main	Room H- 8	Three Year Olds	2	9	C	21	C	NA	NA	Circle Time
Main	Room I- 9	Four Year Olds	2	11	C	23	C	NA	NA	Story
Main	Room J- 10	Five Year Olds	2	9	C	24	C	NA	NA	Story
Main	Room K- 11	Four Year Olds	2	8	C	24	C	NA	NA	Story
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: 90			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

The purpose of this visit was to follow up to the previous visit conducted on March 13, 2019 . Consultant gave provider FAQ sheet was rule changes from October 2019.

Plan of Improvement: Developed This Date 10/24/2019

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/ChildCare/Regulations/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/ChildCare/Regulations/Regulations.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

Jan Beachy, Program Official

Date

Candace Gilbert, Consultant

Date

Rachael Lee, 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

Equipment and furniture observed to be properly secured, as applicable.

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

Met

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)

Technical Assistance

Technical Assistance

591-1-1-.25(3) - Consultant discussed peeling paint in the bathroom of room 8, but was out of reach of children. Discussed regular cleaning of bathroom vents, Consultant observed bathroom in Room 11 not functioning properly but provider has alternate acceptable plan for bathroom use and supervision for children, also bathrooms available met center capacity standards.

Correction Deadline: 10/24/2019

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**

Staff were observed to remind children to wash hands.

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

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on consultant review of records that one epi-pen authorization was not complete and did not include the prescription number of the medication.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 10/24/2019

Correction Deadline: 3/13/2019

Corrected on 10/24/2019

.20(4) Consultant did not observe medications stored improperly on this date.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Technical Assistance

591-1-1-.36(7)(b) - Consultant observed one of 21 children transported (4.7%) without a medical emergency plan on the vehicle.

Correction Deadline: 10/25/2019

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 October 15, 17, 18, 2019, five children for each day were not marked unloaded after returning from Brookwood Elementary School.

-On October 7, 2019 four children were not marked unloaded during afternoon transportation from Big Creek 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: 10/24/2019

Recited on 10/24/2019

Correction Deadline: 3/14/2019

Corrected on 10/24/2019

.36(7)(c)3. - Consultant observed transportation documentation for departure and arrival times to be complete on this date.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 22 Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 08/30/2017	
Staff # 2	Met
Date of Hire: 08/16/2018	
Staff # 3	Met
Date of Hire: 09/30/2019	
Staff # 4	Met
Date of Hire: 01/10/2017	
Staff # 5	Met
Date of Hire: 02/08/2018	
Staff # 6	Met
Date of Hire: 10/03/2016	
Staff # 7	Met
Date of Hire: 09/03/2019	
Staff # 8	Met
Date of Hire: 03/06/2017	
Staff # 9	Met
Staff # 10	Met

Records Reviewed: 22

Records with Missing/Incomplete Components: 1

Staff # 11	Met
Staff # 12	Met
Date of Hire: 08/17/2017	
Staff # 13	Met
Staff # 14	Met
Date of Hire: 10/15/2018	
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Date of Hire: 05/29/2019	
Staff # 18	Met
Date of Hire: 07/10/2017	
Staff # 19	Met
Date of Hire: 07/01/2016	
Staff # 20	Not Met
Date of Hire: 06/21/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Dissatisfied	
Staff # 21	Met
Date of Hire: 07/18/2016	
Staff # 22	Met

Staff Credentials Reviewed: 2

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

Comment

Criminal record checks were observed to be complete.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on consultant's review of records that one employee had a comprehensive background check and met portability requirements was not properly ported over in the providers MyKoala system. Provider ported employee over while consultant was present.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will double check current and future employee listings and criminal record check in MyKoala to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will regular checks to ensure CRC rules are maintained.

Correction Deadline: 10/24/2019

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Discussed combining children of mixed ages.

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

Met

Comment

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