



**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:** 4/24/2018    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 2:50 PM

**CCLC-39613**

**Storybrook Academy**

4249 Falcon Pkwy Flowery Branch, GA 30542 Hall County  
(770) 965-1414 storybrookacademyllp@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Isha Barrie

Phone: (706) 497-6768  
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isha.barrie@decal.ga.gov

Joint with: Candace Gilbert

**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.
04/24/2018	Licensing Study	Good Standing	
11/17/2017	Complaint Closure	Good Standing	
11/15/2017	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 - 1R	Infants	2	5	C	12	C	NA	NA	Free Play
Main	B - 2R	PreK	2	16	C	21	C	NA	NA	Circle Time
Main	C - 3R	Two Year Olds	3	14	C	19	C	27	C	Art
Main	D - 4R	PreK	2	16	C	25	C	35	C	Circle Time
Main	E - 4L	Four Year Olds	1	12	C	15	C	NA	NA	Circle Time
Main	F - 3L	Three Year Olds	1	12	C	15	C	NA	NA	Circle Time
Main	G - 2L	One Year Olds	2	13	C	16	C	NA	NA	Diapering, Free Play
Total Capacity @35 sq. ft.:			120			Total Capacity @25 sq. ft.:		120		Building @35 capacity limited by Health Department Limitations
Total # Children this Date: 88			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:		120		Building @25 capacity limited by Health Department Limitations

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - 1R	14	C
Main	B - 2R	33	C
Main	C - Rear	107	C
Main	D - 2L	41	C
Main	E - 1L	21	C

**Comments**

The purpose of this visit is to follow up on visit from November 15, 2017 and to conduct a licensing visit. Consultant discussed Quality Rated, Comprehensive Background Check, update in USDA guidelines, update of the existing Emergency Preparedness Plan to include all required topics, conducting lockdown drills every six months in addition to fire drills and tornado drills, changes in Provider Search and new features in the provider's Koala account.





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### Findings Report

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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-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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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)** **Met**

**Technical Assistance**

Consultant discussed with director about chipped and peeling dry wall in G-2L classroom. Children were not able to reach section of dry wall that is peeling.

**Correction Deadline: 4/24/2018**

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**591-1-1-.26 Playgrounds(CR)** **Not Met**

**Defer**

591-1-1-.26(8)- Consultant unable to accurately measure resilient surface due to weather conditions.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

**Correction Deadline: 11/25/2017**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant observation that there was black tarp underneath the slide on Playground C and D presenting a tripping hazard and there was exposed concrete edges under the poles that support the shade structure on Playground C.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 4/25/2018**

**Recited on 4/24/2018**

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Technical Assistance**

**Technical Assistance**

Consultant discussed with director about having center staff replace children's milk containers back into the kitchen once used. Consultant observed proper medical forms for children with modified diets.

**Correction Deadline: 11/15/2017**

**Corrected on 4/24/2018**

**.15(2) - Previous citation corrected on this day April 24,2018.**

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

**Comment**

Kitchen appears clean and well organized.

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Technical Assistance**

Consultant discussed with director to be mindful of expiration dates of medications dispensed at center.

**Finding**

591-1-1-.20(5) requires that medicines no which are no longer to be dispensed shall be returned to the child's parent immediately. It was determined based on consultant's observation that one child's epipen was not returned to parent. The child is no longer enrolled in the center.

**POI (Plan of Improvement)**

The Center will train Staff on a system for tracking the use of medications and returning them to Parent(s).

**Correction Deadline: 4/24/2018**

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<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures** **Technical Assistance**

**Technical Assistance**

Consultant discussed with director about conducting 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.

**Correction Deadline: 4/29/2018**

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

**Comment**

Animals maintained clean and appropriately caged.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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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)** **Technical Assistance**

**Technical Assistance**

Consultant discussed with director about having tag number on the annual safety check report.

**Correction Deadline: 4/29/2018**

**Technical Assistance**

Consultant discussed with director about keeping interior of the falcon day care camp bus clean of materials. School bus not in use until summer term begins.

**Correction Deadline: 4/25/2018**

**Technical Assistance**

Consultant discussed with director about monitoring fire extinguisher before they become expired. Bus number RFH 6446 is close to expiration date.

**Correction Deadline: 4/24/2018**

**Correction Deadline: 11/16/2017**

**Corrected on 4/24/2018**

.36(7)(d)3 - Previous citation corrected on this day. Consultant review proper documentation of transportaion material.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Met**

**Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 25**

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

Staff # 14 Met  
Date of Hire: 02/29/2016

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**Records Reviewed: 25**

**Records with Missing/Incomplete Components: 7**

Staff # 1 Met  
Date of Hire: 08/01/2017

Staff # 2 Met  
Date of Hire: 02/29/2016

Staff # 3 Met  
Date of Hire: 02/29/2016

Staff # 4 Not Met  
Date of Hire: 05/27/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5 Not Met  
Date of Hire: 12/04/2017

"Missing/Incomplete Components"

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

Staff # 6 Met  
Date of Hire: 02/21/2018

Staff # 7 Met

Date of Hire: 02/29/2016

Staff # 8

Not Met

Date of Hire: 08/04/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 9

Not Met

Date of Hire: 08/04/2017

"Missing/Incomplete Components"

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

Staff # 10

Met

Date of Hire: 05/01/2017

Staff # 11

Met

Date of Hire: 03/16/2018

Staff # 12

Met

Date of Hire: 03/23/2018

Staff # 13

Met

Date of Hire: 05/22/2017

Staff # 15

Not Met

Date of Hire: 03/20/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 16

Met

Date of Hire: 05/26/2017

Staff # 17

Met

Date of Hire: 06/09/2017

Staff # 18

Met

Date of Hire: 02/29/2016

Staff # 19

Met

Date of Hire: 04/19/2018

Staff # 20

Not Met

Date of Hire: 08/15/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

**Records Reviewed: 25****Records with Missing/Incomplete Components: 7**

Staff # 21 Date of Hire: 02/29/2016	Met
Staff # 22 Date of Hire: 02/29/2016	Met
Staff # 23 Date of Hire: 03/07/2018	Met
Staff # 24 Date of Hire: 10/19/2017	Met
Staff # 25 Date of Hire: 10/16/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met

**Staff Credentials Reviewed: 25****591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete.

**Correction Deadline: 11/15/2017**

**Corrected on 4/24/2018**

**.09(1)(i) - Previous citation corrected on this day. All employees at the center had proper documentation of Criminal Records Checks.**

**591-1-1-.14 First Aid & CPR Not Met****Comment**

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

**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 consultant's review of records that four employees did not have their CPR and first aid training within 90days of their hire 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: 5/24/2018**

**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 consultant's review of records that two out of 25 employees did not have their health and safety training within 90 days of hire.

**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: 5/24/2018**

**Correction Deadline: 5/28/2017**

**Corrected on 4/24/2018**

**.33(5) - Previous citation corrected on this day. Consultant observed director to have 10 hours of annual training for 2017.**

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

**Comment**

Consultant observed staff comply 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) Technical Assistance**

**Technical Assistance**

Consultant discussed with director about having staff be mindful of their positions in the classroom as children are sleeping during nap time.

**Comment**

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