



**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:** 11/28/2017 **VisitType:** Licensing Study

**Arrival:** 9:10 AM

**Departure:** 12:00 PM

**CCLC-39670**

**Learning 2 Excel Academy**

1187 Morrow Road Morrow, GA 30260 Clayton County  
 (678) 933-4166 learning2excelacademy@gmail.com

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
11/28/2017	Licensing Study	Good Standing	
03/22/2017	Monitoring Visit	Good Standing	
11/29/2016	Licensing Study	Good Standing	
			<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.

**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- Left	Infants and One Year Olds	1	4	C	9	C	NA	NA	Music
Main	B- Middle	Three Year Olds and Four Year Olds	1	5	C	8	C	11	C	Outside
Main	C- Right	Two Year Olds	1	5	C	8	C	NA	NA	Circle Time
			Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 28				
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 28				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	14	C

**Comments**

Plan of Improvement: Developed This Date 11/28/2017

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.

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**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.

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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)

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Uniqua Nalls, Program Official

Date

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Ashley Cunningham, Consultant

Date



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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**

Observed-Variety Throughout Center

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

**N/A**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 1**

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

Child # 1

Met

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

**Met**

**Comment**

Observed-Records Complete/Well Organized for five children.

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Observation-Clean and Well Maintained

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

**Met**

**Comment**

Licensed Capacity Routinely Met

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

Observation-Center Clean/Well Maintained

**Comment**

Reminder-Keep Hazards Inaccessible

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

Observation-Clean/Good Repair

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on observation that there was not a feeding plan on file for one infant.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 11/28/2017**

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**Health and Hygiene**

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

Staff Stated Proper Knowledge

**Correction Deadline: 4/21/2017****Corrected on 11/28/2017****.10(3)(a) - Previous citation corrected in that the peelin paint was covered with plexi-glass.**

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

Discussed Proper Hand Washing Throughout

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**591-1-1-.20 Medications(CR)****Met****Comment**

Discussed-Documentation/Procedures

**Correction Deadline: 3/22/2017****Corrected on 11/28/2017****.20(1) - Previous citation corrected in director stated that medication has not been dispensed.****Correction Deadline: 3/22/2017****Corrected on 11/28/2017****.20(3) - Previous citation corrected in that director stated medication has not been dispensed.**

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**Safety**

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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Observed-Positive Learning Environment

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

No Field Trips at This Time

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on observation of staff files that the director did not have transportation training file.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 12/8/2017**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined by review of records that documentation of transportation for the week of November 27, 2017 there was noting listed for pick-up location and delivery location.

**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: 11/28/2017**

**Recited on 11/28/2017**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on observation of transportation files that eight out of thirteen children were missing transportation agreements.

**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: 11/29/2017**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on observation of transportation files that eight out of thirteen children was missing emergency medical information.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 11/29/2017**

**Correction Deadline: 3/22/2017**

**Corrected on 11/28/2017**

**.36(7)(d)2. - Previous citation observed to be corrected in that second signatures were observed on forms.**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Staff Records**

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

**Met**

**Comment**

Criminal Records Check complete for all staff.

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

**Met**

**Comment**

Reminder mindful of expiration dates in first aid kit.

**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 observation of staff files that one staff did not have health and safety orientation on file.

**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: 12/31/2017**

**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on observation of staff files that four staff had incomplete first years training.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 12/31/2017**

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

**Met**

**Comment**

591-1-1-.31(13) - Staff in compliance with all applicable laws and regulations in that no criminal act, as defined under Georgia law, has been committed in the presence of the children enrolled.

**Correction Deadline: 11/28/2017**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision

**Correction Deadline: 3/22/2017**

**Corrected on 11/28/2017**

**.32(7) - Previous citation corrected.**