



**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:** 1/8/2019    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 3:45 PM

**CCLC-4132**

**CHILDREN'S ACADEMY OF NORTHLAKE**

2041 HAROBI DRIVE Tucker, GA 30084 DeKalb County  
(404) 325-3683 caon.Isoedarto@gmail.com

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166

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**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.  <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.
01/08/2019	Licensing Study	Good Standing	
08/22/2018	Monitoring Visit	Good Standing	
01/10/2018	Licensing Study	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	Infants	3	10	C	11	C	NA	NA	Floor Play, Feeding, Nap
Main	B	Infants and One Year Olds	3	7	C	16	C	NA	NA	Diapering, Transitioning
Main	C	One Year Olds	4	17	C	21	C	NA	NA	Transitioning, Diapering
Main	D	Two Year Olds and Three Year Olds	4	22	C	22	C	NA	NA	Outside
Main	E	Three Year Olds and Four Year Olds	3	19	C	22	C	31	C	Transitioning, Outside
Main	F		0	0	C	27	C	38	C	Not In Use
Main	G	Four Year Olds	2	9	C	58	C	NA	NA	Music
Total Capacity @35 sq. ft.: 177					Total Capacity @25 sq. ft.: 197					
Total # Children this Date: 84			Total Capacity @35 sq. ft.: 177			Total Capacity @25 sq. ft.: 197				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant	3	C
Main	Preschool/SA	342	C
Main	Toddler	32	C

**Comments**

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on August 22, 2018. The consultant left a Fire Drill and Emergency Drill Form resource on this date.

Plan of Improvement: Developed This Date 01/08/2019

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.al.ga.gov/CCS/RulesAndRegulations.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.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).

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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Laurentia Soedarto, Program Official

Date

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Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 1/8/2019    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 3:45 PM

#### CCLC-4132

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Met

#### Comment

Great January lesson plans. Please ensure to have current plans updated in all classrooms.

**Correction Deadline: 1/8/2019**

#### 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)

N/A

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 1    Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 2    Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3    Met

Child # 4    Met

Child # 5

Met

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(1) - Please ensure that parents are providing work addresses on children enrollment forms.

**Correction Deadline: 1/8/2019**

**Facility**

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

**Met**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a bottle of clorax and a can of Lysol was stored in a loose unlocked latch cabinet underneath the sink in Room B, in which it was accessible to the children and caused a potential hazard.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The Center will monitor all cleaning supplies that are accessible to the children.

**Correction Deadline: 1/11/2019**

**Recited on 1/8/2019**

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

**Technical Assistance**

**Comment**

Playground observed to be clean and in good repair.

**Technical Assistance**

591-1-1-.26(4) - Please monitor the middle gate on the far right for spacing and for a potential entrapment hazard.

**Correction Deadline: 1/8/2019**

**Correction Deadline: 8/31/2018**

**Corrected on 1/8/2019**

**.26(6) - The previous citation has been corrected on this date. The consultant observed the red and blue seesaw on the back left preschool playground to be repaired with blue paint.**

**Technical Assistance**

591-1-1-.26(7) - Please monitor the light brown material on the the purple, yellow, and blue stepping equipment for wear and tear on the large area preschool playground.

**Correction Deadline: 1/18/2019**

**Food Service**

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**591-1-1-.15 Food Service & Nutrition** **Met**

**Comment**

Please ensure that bottles are fully labeled with child's full name in Room B.

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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**

Proper diapering procedures observed in Room B and Room C.

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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)** **Met**

**Comment**

Discussed proper medication documentation and procedures.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Great job on conducting fire drills and other emergency drills. Please remember to conduct lockdown drills.

**Correction Deadline: 1/13/2019**

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Discussed reporting requirements.

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**Safety**

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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**

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. Great job!

**Comment**

A current/completed inspection was observed for vehicles with tag numbers AFK5152, AFS6386 used in transporting children this date. Vehicles with tag numbers PNQ1999 and PXJ4998 was not in used for transporting the children on this date.

**Comment**

Complete documentation of transportation observed. Great job!

**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 a review of records that two drivers did not complete and obtain two hours of state-approved transportation training.

**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: 1/18/2019**

**Sleeping & Resting Equipment**

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that the children's bedding was stored touching other cots in Room D.

**POI (Plan of Improvement)**

The Center will store cots so that each child's bedding is separate from the others.

**Correction Deadline: 1/8/2019**

**Staff Records**

**Records Reviewed: 27**

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

Staff # 1	Met
Date of Hire: 03/05/2018	
Staff # 2	Met
Date of Hire: 04/25/2018	
Staff # 3	Met
Date of Hire: 12/10/2018	
Staff # 4	Met

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 Date of Hire: 09/25/2017

Staff # 5 Met

Date of Hire: 05/27/2015

Staff # 6 Not Met

Date of Hire: 07/17/2018

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 7 Met

Date of Hire: 06/16/2016

Staff # 8 Met

Date of Hire: 11/26/2018

Staff # 9 Met

Date of Hire: 03/03/2008

Staff # 10 Not Met

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 11 Met

Date of Hire: 03/05/2018

Staff # 12 Met

Date of Hire: 07/20/2015

Staff # 13 Met

Date of Hire: 10/21/2013

Staff # 14 Met

Date of Hire: 04/13/2015

Staff # 15 Met

Date of Hire: 09/01/2017

Staff # 16 Met

Date of Hire: 10/31/2017

Staff # 17 Met

Date of Hire: 10/12/2018

Staff # 18 Met



**Records Reviewed: 27****Records with Missing/Incomplete Components: 3**

Date of Hire: 11/09/2018

Staff # 19 Met

Date of Hire: 11/07/2018

Staff # 20 Met

Date of Hire: 05/24/2017

Staff # 21 Met

Date of Hire: 11/13/2018

Staff # 22 Met

Date of Hire: 06/24/2013

Staff # 23 Met

Date of Hire: 10/08/2018

Staff # 24 Met

Date of Hire: 07/22/2015

Staff # 25 Not Met

Date of Hire: 12/20/2017

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 26 Met

Date of Hire: 08/08/2018

Staff # 27 Met

Date of Hire: 01/02/2003

**Staff Credentials Reviewed: 27****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Director provided eight files for employees hired since last visit. The consultant discussed with the director the national and comprehensive determination letter requirements in that a national determination allows a person to be present in a child care facility while children are present for care as long as this person is under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Care and Learning.

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

Complete first aid kits observed in center and on vehicles.

**Correction Deadline: 9/10/2018**

Corrected on 1/8/2019

.14(2) - The previous citation has been completed on this date. The consultant observed staff members to have current evidence of first aid and CPR certification.

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591-1-1-.33 Staff Training

Not Met

**Comment**

Documentation observed of required staff training for the 2018 calendar year. Great job!

**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 review of records that one employee hired on March 24, 2014, did not complete the health and safety training by December 29, 2016.

**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: 1/31/2019**

Recited on 1/8/2019

**Comment**

Please remember that the director and and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**Correction Deadline: 2/7/2019**

**Correction Deadline: 2/9/2018**

Corrected on 1/8/2019

.33(6) - The previous citation has been corrected on this date. The consultant observed staff member to have ten hours of required annual training for 2018 calendar year.

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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. The consultant also discussed filing credentials and degrees in lead staff's file.

<b>Staffing and Supervision</b>
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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.