



**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:** 1/10/2018    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 4:45 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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chrische.walker@decal.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.  <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.
01/10/2018	Licensing Study	Good Standing	
08/09/2017	Monitoring Visit	Good Standing	
03/09/2017	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	4	9	C	11	C	NA	NA	Nap, Floor Play
Main	B	One Year Olds	0	0	C	16	C	NA	NA	Circle Time, Not In Use
Main	C	One Year Olds	3	15	C	21	C	NA	NA	Music
Main	D	Two Year Olds	5	22	C	22	C	NA	NA	Snack, Outside
Main	E	Three Year Olds	3	21	C	22	C	31	C	Outside
Main	F	Four Year Olds	2	11	C	27	C	38	C	Outside
Main	G		0	0	C	58	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 177						Total Capacity @25 sq. ft.: 197				
Total # Children this Date: 78			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 is to conduct a Licensing Study and to follow up from previous visit on August 9, 2017. This is the first regulatory visit for the year of 2018. Consultant discussed the Transportation Training Rule and discussed posted notices.

Plan of Improvement: Developed This Date 01/10/2018

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.

**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). 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)

Laurentia Soedarto, Program Official

Date

Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 1/10/2018 **VisitType:** Licensing Study

**Arrival:** 10:30 AM

**Departure:** 4:45 PM

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Same

The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

Great posted lesson plans in all classrooms.

**Correction Deadline: 1/10/2018**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Discussed rotating toys to support the procedures of daily disinfecting.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Records were observed to be complete and well organized.

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**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Please monitor bathrooms for necessary supplies.

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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)****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 consultant's observation that two brooms, a dust pan, and a swifter jet mop were accessible in the bathroom of Classroom C. The consultant also observed one broom and two dust pans accessible to children in the bathroom of Classroom D. It was further determined that a bottle of clorox bleach was observed in a lower cabinet under the sink with a broken latch in Classroom A .

**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.

**Correction Deadline: 1/10/2018****Recited on 1/10/2018****Correction Deadline: 8/9/2017****Corrected on 1/10/2018**

**.25(8) - The previous citation has been corrected. The consultant observed all outlets to have protective caps. The director will monitor outlets in all classrooms.**

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

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on consultant's observation that chipping paint was observed on two of the three yellow climbing structures on the rear preschool playground. The consultant also observed brown chipping paint on the two climbing structures with stairs and rust on a red and blue seesaw on the rear preschool playground. It was further determined that a broken wooden log was observed on the left side of the toddler playground.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 1/31/2018****Recited on 1/10/2018**

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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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**

Hand washing requirements for diapering were discussed with the director on this date.

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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**

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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

**Comment**

Great job conducting fire drills.

**Correction Deadline: 1/15/2018**

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

**Comment**

Please make sure that all required signs are posted and up to date.

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**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.

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

**Comment**

Complete documentation of transportation observed.

**Comment**

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

**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 the director and one bus driver did not have a current transportation training on 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 every two years.

**Correction Deadline: 1/12/2018**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the bus with the tag number PHQ1999 did not have a current annual inspection completed.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection for all four vehicles with tag numbers AFS6386, AFK5152, PNQ1999, and PXJ4998.

**Correction Deadline: 1/15/2018**

**Correction Deadline: 8/10/2017**

**Corrected on 1/10/2018**

**.36(4)(b) - The previous citation has been corrected. Consultant observed exir door for vehicle tag number AFK5152 to be fully enclosed.**

**Technical Assistance**

591-1-1-.36(4)(b) - Please be mindful to inspect the bus seats to ensure they are clean and in safe repair on the bus with the tag number AFK5152.

**Correction Deadline: 1/11/2018**

**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 27 Records with Missing/Incomplete Components: 11**

Staff # 1 Met  
Date of Hire: 11/16/2017

Staff # 2 Met  
Date of Hire: 04/30/2015

Staff # 3 Date of Hire: 09/25/2017	Met
Staff # 4 Date of Hire: 05/27/2015 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	Not Met
Staff # 5 Date of Hire: 06/16/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 6 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 7 Date of Hire: 10/03/2017	Met
Staff # 8 Date of Hire: 03/03/2008 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 9 Date of Hire: 07/20/2015 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 10 Date of Hire: 10/21/2013	Met
Staff # 11 Date of Hire: 04/13/2015 <u>"Missing/Incomplete Components"</u> .33(6)-Training Documentation Missing	Not Met
Staff # 12 Date of Hire: 09/01/2017	Met
Staff # 13 Date of Hire: 10/31/2017	Met

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Staff # 14	Not Met
Date of Hire: 03/20/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 15	Not Met
Date of Hire: 04/03/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 16	Met
Date of Hire: 12/18/2017	
Staff # 17	Not Met
Date of Hire: 01/09/2014	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 18	Met
Date of Hire: 06/02/2017	
Staff # 19	Met
Date of Hire: 05/26/2015	
Staff # 20	Met
Date of Hire: 05/24/2017	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 12/01/2017	
Staff # 23	Not Met
Date of Hire: 06/24/2013	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 24	Met
Date of Hire: 07/22/2015	
Staff # 25	Met
Date of Hire: 12/20/2017	
Staff # 26	Not Met



Date of Hire: 04/28/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(6)-Training Documentation Missing

Staff # 27

Met

Date of Hire: 01/02/2003

**Staff Credentials Reviewed: 27**

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided nine files for employees hired since last visit.

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

**Not Met**

**Comment**

Please replace/add missing/expired item.

**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 a review of records that two staff members hired on September 12, 2005 and June 24, 2013 did not obtain first aid and CPR. It was further determined that two staff members hired on March 20, 2017 and April 3, 2017 did not obtain first aid and CPR certification within 90 days.

**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: 2/9/2018**

**591-1-1-.33 Staff Training**

**Not Met**

**Comment**

Discussed staff training. Please obtain required documentation.

**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 one employee hired on May 27, 2015 did not complete the health and safety training.

**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: 1/31/2018**

**Recited on 1/10/2018**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based in review of records that five staff members did not complete ten hours of annual training for the calendar year of 2017.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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

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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.

**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.

**Correction Deadline: 8/9/2017**

**Corrected on 1/10/2018**

**.32(1) - The previous citation has been corrected. The consultant observed Classroom D, the two-year-old classroom, to have a ratio of 5:22 on this date.**

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

**Met**

**Comment**

Adequate supervision observed on this date.