



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: 8/27/2019 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 5:40 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

Compliance Zone Designation		
08/27/2019	Monitoring Visit	Good Standing
01/08/2019	Licensing Study	Good Standing
08/22/2018	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	A	Infants	2	5	C	11	C	NA	NA	Nap, Floor Play
Main	B	Infants and One Year Olds	3	9	C	16	C	NA	NA	Nap, Transitioning
Main	C	One Year Olds and Two Year Olds	3	17	C	21	C	NA	NA	Transitioning, Nap
Main	D	Two Year Olds	3	20	C	22	C	NA	NA	Lunch
Main	E	Two Year Olds and Three Year Olds	3	14	C	22	C	31	C	Transitioning, Lunch
Main	F	Three Year Olds and Four Year Olds and Five Year Olds	2	12	C	27	C	38	C	Lunch, Snack
Main	G		0	0	C	58	C	NA	NA	Lunch, Not In Use

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 197

Total # Children this Date: 77

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 for today's visit was to conduct a Monitoring Visit and to follow up from the previous visit on January 8, 2019. The consultant left a Parent Swimming Agreement Form and Swim Test Form.

The consultant also left a one-day letter, an Affidavit, and Background Plan of Improvement Form for two staff with a National Determination Letter on this date. The consultant observed the facility's after school transportation on this date.

Plan of Improvement: Developed This Date 08/27/2019

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.

- 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.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

Laurentia Soedarto, Program Official

Date

Chrische Walker, 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)

Not Met

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that a television monitor was not secured in the middle theater special use room. During the observation, children were present and occupying the space.

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 8/27/2019

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

Met

Comment

Swimming rules discussed. The consultant discussed the parent's agreement forms and swim test form.

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)

Met

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 1/11/2019

Corrected on 8/27/2019

.25(13) - The previous citation has been corrected on this date. The consultant observed no hazards accessible to the children in Room B.

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**

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

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete. Great job!

Safety

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

Age-appropriate discussion and/or redirection observed.

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

591-1-1-.36 - Paperwork and transportation checklists were discussed with the director on this date.

Comment

A current and completed inspection was observed for all vehicles used in transporting children this date.

Correction Deadline: 1/18/2019

Corrected on 8/27/2019

.36(3)(a-b) - The previous citation has been corrected on this date. The consultant observed all drivers and the director to have current documentation of transportation training.

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 a review of swimming transportation documentation that eight children was not accounted for with a mark and or symbol when departing Northeast Athletic Club and returning to Children's Academy of Northlake on August 1, 2019.

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: 8/28/2019

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of swimming trip documentation that times of departure and arrival were not documented when eight children departed Northeast Athletic Club and arrived at Children's Academy of Northlake on August 1, 2019.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 8/28/2019

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on swimming trip transportation documentation that first checks were not conducted and or documented immediately upon unloading the last child of seven children at the Northeast Athletic Club and when returning to Children's Academy of Northlake on July 8, 2019. It was further determined that first checks were not conducted and or documented immediately upon unloading the last child of eight children when returning to Children's Academy of Northlake on August 1, 2019.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 8/28/2019

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on swimming trip transportation documentation that second checks were not conducted and or documented immediately upon completion of the first check when seven children departed the vehicle to the Northeast Athletic Club on July 8, 2019 and when seven children departed the vehicle to Northeast Athletic Club on July 26, 2019. It was further determined that second checks were not conducted and or documented immediately upon completion of the first check when eight children departed the vehicle to the Children's Academy of Northlake on August 1, 2019.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 8/27/2019

Sleeping & Resting Equipment

Comment

Pleasant naptime environment observed.

Correction Deadline: 1/8/2019**Corrected on 8/27/2019****.30(4) - The previous citation has been corrected on this date. The consultant observed the children's bedding to be stored without touching other cots in Room D.****Staff Records****Records Reviewed: 14****Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 09/01/2017	
Staff # 2	Met
Date of Hire: 07/20/2015	
Staff # 3	Not Met
Date of Hire: 06/01/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 4	Met
Date of Hire: 04/27/2019	
Staff # 5	Met
Date of Hire: 07/17/2018	
Staff # 6	Not Met
Date of Hire: 01/22/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 08/08/2019	
Staff # 8	Met
Date of Hire: 06/16/2016	
Staff # 9	Met
Date of Hire: 04/25/2018	
Staff # 10	Not Met
Date of Hire: 07/31/2019	
<u>"Missing/Incomplete Components"</u>	

.09-Criminal Records Check Missing

Staff # 11 Not Met
Date of Hire: 08/19/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 12 Met
Date of Hire: 01/02/2003

Staff # 13 Met
Date of Hire: 10/21/2013

Staff # 14 Met
Date of Hire: 08/08/2018

Staff Credentials Reviewed: 2

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

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that four staff present and hired on January 31, 2019, May 4, 2019, August 15, 2019, and August 24, 2019, did not submit both a current Records Check Application to the Department and Fingerprints to an authorized fingerprinting site prior to being present. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 ensure the CRC rules are maintained.

Correction Deadline: 8/27/2019

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that four staff present and hired on May 4, 2019, January 31, 2019, August 15, 2019, and August 24, 2019, did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 ensure the CRC rules are maintained.

Correction Deadline: 8/27/2019

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 a review of records that two staff present and hired on July 31, 2019 and August 19, 2019 did not have the most recently issued determination letter ported electronically to the current center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure CRC rules are maintained.

Correction Deadline: 8/27/2019

591-1-1-.14 First Aid & CPR**Not Met****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 one staff hired on May 4, 2019 did not obtain certification of first aid and CPR within 90 days of employment.

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: 9/26/2019

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

Correction Deadline: 1/31/2019

Corrected on 8/27/2019

.33(3) - The previous citation has been corrected on this date. The consultant observed the staff member to complete the required health and safety training.

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

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

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