



**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:** 8/28/2019    **VisitType:** Licensing Study    **Arrival:** 9:05 AM    **Departure:** 5:30 PM

**CCLC-4139**

**Voices of Faith Academy**

2540 Rockbridge Road Stone Mountain, GA 30087 Gwinnett County  
(770) 498-5850 zendaduren@voicesfaith.org

**Regional Consultant**

Dianne Clarke

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**Mailing Address**

2500 ROCKBRIDGE RD. SW  
Stone Mountain, GA 30087

**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.
08/28/2019	Licensing Study	Good Standing	
03/25/2019	POI Follow Up	Good Standing	
02/21/2019	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	1L	Infants	2	6	C	13	C	NA	NA	Outside, Snack
Main	1R	One Year Olds	1	8	C	13	C	NA	NA	Free Play
Main	2L		0	0	C	7	C	NA	NA	
Main	2R	Two Year Olds	1	10	C	13	C	NA	NA	Story
Main	3L	One Year Olds	1	4	C	11	C	NA	NA	Diapering
Main	3R	Two Year Olds	1	8	C	13	C	NA	NA	Transitioning
Main	4R	Three Year Olds	1	8	C	13	C	NA	NA	Centers
Main	5R	Three Year Olds	1	8	C	14	C	NA	NA	Centers
Main	Back Cinter	PreK	2	17	C	34	C	NA	NA	Circle Time
Main	Last Left Room	PreK	2	20	C	42	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 173

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 89

Total Capacity @35 sq. ft.: 173

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Please be sure to review rules and regulations for updates.  
Reminder: please be sure that staff present at the facility is electronically ported.

Plan of Improvement: To Be Submitted 09/11/2019

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.state.ga.us/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.

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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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

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](mailto:qualityrated@dec.state.ga.us)

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Zenda Duren, Program Official

Date

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Dianne Clarke, Consultant

Date



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**Findings Report**

**Date:** 8/28/2019    **VisitType:** Licensing Study    **Arrival:** 9:05 AM    **Departure:** 5:30 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Not Met**

**Finding**

591-1-1-.03(1) requires the Center to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. It was determined based on a review of records that two classrooms did not have evidence of a current lesson plan available.

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**Correction Deadline: 8/28/2019**

**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)**

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that two children did not have their father's work address completed.

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**Correction Deadline: 8/28/2019**

	<b>Facility</b>
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**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 the cabinet under the diaper changing area was observed to be unlocked and diaper cream and wipes packaging which read "keep out of reach of children" were accessible in the 3R classroom.

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**Correction Deadline: 8/28/2019**

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

**Not Met**

**Technical Assistance**

591-1-1-.26(6) - Please ensure to check swing chain links for rusting regularly.

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**Correction Deadline: 9/7/2019**

**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 observation that there were weeds throughout the mulch and animal feces was observed near the monkey bar area on the preschool playground. An unraveled hose was observed to the left of the area leading to the preschool playground.

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**Correction Deadline: 8/28/2019**

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

Discussed proper medication documentation and procedures.

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

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

**Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct 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. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of documents that there was not a lockdown or review of emergency plans completed within the six months required time frame.

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**Correction Deadline: 9/2/2019**

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

**Not Met**

**Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the emergency plans were not observed to be posted.

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**Correction Deadline: 8/28/2019**

**Safety**

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

**Met**

**Comment**

Please be mindful of voice tone in redirecting children.

**591-1-1-.36 Transportation(CR)**

**Not Met**

**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 vehicle tag number RTC 8364 did not have current evidence of an annual inspection.

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**Correction Deadline: 9/2/2019**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that vehicle tag number RTC 8264 did not have an extinguisher present on the vehicle.

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**Correction Deadline: 8/28/2019**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 18**

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

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met



**Records Reviewed: 18**

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

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Date of Hire: 12/11/2008

Staff # 4 Met

Date of Hire: 01/16/2019

Staff # 5 Met

Date of Hire: 08/01/2005

Staff # 6 Met

Date of Hire: 06/19/2017

Staff # 7 Met

Date of Hire: 05/22/2002

Staff # 8 Met

Staff # 9 Met

Staff # 10 Met

Staff # 11 Met

Staff # 12 Met

Staff # 13 Met

Staff # 14 Met

Date of Hire: 08/27/2007

Staff # 15 Met

Date of Hire: 10/31/2015

Staff # 16 Met

Date of Hire: 08/01/2019

Staff # 17 Met

Staff # 18 Met

Date of Hire: 04/24/2018

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**Staff Credentials Reviewed: 7**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided seven files for employees hired since last visit.

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**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 three staff did not have current evidence of CPR and First Aid.

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**Correction Deadline: 9/27/2019**

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**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 a review of records that four staff did not have evidence of having completed the Health and Safety Orientation Training.

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**Correction Deadline: 9/28/2019**

**Recited on 8/28/2019**

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

**Met**

**Comment**

Staff observed to be compliant 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)**

**Met**

**Comment**

Adequate supervision observed on this date.