



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: 4/3/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 12:45 PM

CCLC-47213

Grace Academy

25 County Shop Road Ludowici, GA 31316 Long County
 (912) 545-9255 graceacademyteam@gmail.com

Regional Consultant

Jerica Davis

Phone: (478) 314-9452
 Fax: (478) 314-9443
 jerica.davis@decals.ga.gov

Mailing Address
 Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
04/03/2019	Licensing Study	Good Standing	
10/18/2018	Monitoring Visit	Good Standing	
03/27/2018	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	A	Infants and One Year Olds	2	8	C	9	C	NA	NA	Nap, Floor Play	
Main	B	Two Year Olds	1	9	C	10	C	NA	NA	Circle Time	
Main	C	One Year Olds	1	6	C	9	C	NA	NA	Transitioning	
Main	D	Three Year Olds and Four Year Olds	2	11	C	16	C	NA	NA	Story	
Main	E		0	0	C	7	C	NA	NA		
Total Capacity @35 sq. ft.:			51			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 34			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	58	C
Main	Playground B	24	C

Comments

The purpose of today's visit is to conduct a licensing study.

The center provides transportation and the vehicle and logs were inspected on this date.

The center is currently participating in the Quality Rated program and has earned a rating of two stars.

Plan of Improvement: Developed This Date 04/03/2019

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.

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.

- 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.

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

Patricia Smith, Program Official

Date

Jerica Davis, Consultant

Date



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

Findings Report

Date: 4/3/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 12:45 PM

CCLC-47213

Grace Academy

25 County Shop Road Ludowici, GA 31316 Long County
(912) 545-9255 graceacademyteam@gmail.com

Mailing Address
Same

Regional Consultant

Jerica Davis

Phone: (478) 314-9452
Fax: (478) 314-9443
jerica.davis@dec.al.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

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

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 5	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 child records that two child files were missing evidence of a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 4/17/2019

	Facility
--	-----------------

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

Bathrooms observed to be clean and well maintained.

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.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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 observation that the following hazards were observed:

-A pink cozy coupe on the small playground was missing the gas cap and door leaving three holes exposed posing a pinch hazard.

-A red cozy coupe on the small playground was missing the gas cap leaving a hole exposed posing a pinch hazard.

POI (Plan of Improvement)

Staff will check all equipment daily to ensure that the equipment is free of hazards, rust and splinters. Staff will inspect equipment for holes that pose a hazard and cover as needed.

Correction Deadline: 4/13/2019

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 the consultant's observation that the white border holding in the mulch on the large playground was separated posing a tripping hazard.

POI (Plan of Improvement)

The Center will repair all hazards on the playground and will routinely monitor the playground for hazards.

Correction Deadline: 4/3/2019

Food Service

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

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations **Met**

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

The Provider currently does not dispense/administer medication.

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 records that a fire drill was not conducted and documented for the month of February of 2019.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 4/8/2019

Safety

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

Comment

Staff were observed to maintain a positive learning environment on this date.

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 records that ten children were not marked as unloaded from the vehicle on Friday March 22, 2019 on the route from Smiley Elementary to Grace Academy.

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: 4/4/2019

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 06/19/2017	
Staff # 2	Met
Date of Hire: 10/01/2018	
Staff # 3	Met
Date of Hire: 06/19/2017	
Staff # 4	Met
Date of Hire: 10/12/2018	
Staff # 5	Met
Date of Hire: 10/30/2018	
Staff # 6	Not Met
Date of Hire: 07/24/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Met

Records Reviewed: 13**Records with Missing/Incomplete Components: 3**

Date of Hire: 06/19/2017

Staff # 8

Met

Date of Hire: 03/14/2018

Staff # 9

Not Met

Date of Hire: 06/23/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 10

Met

Date of Hire: 03/25/2019

Staff # 11

Met

Date of Hire: 06/19/2017

Staff # 12

Met

Date of Hire: 02/20/2018

Staff # 13

Not Met

Date of Hire: 02/20/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Director provided two files for employees hired since last visit.

Technical Assistance

Please ensure 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.

Correction Deadline: 4/3/2019**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records that the director does not have evidence of current first aid and CPR training as required.

POI (Plan of Improvement)

The Center Director will complete the needed training. The Director will send written verification to the consultant upon completion of CPR and First aid training.

Correction Deadline: 5/3/2019

591-1-1-.33 Staff Training

Not Met

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 on a review of records that two staff members did not have evidence of completing ten annual training hours task-focused in early childhood education or child development as required.

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: 1/1/2020

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

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.