



**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: 9/20/2018 **VisitType:** Initial Licensing Study **Arrival:** 9:15 AM **Departure:** 2:30 PM

CCLC-49156

Park Bridge Academy

1688 Lawrenceville Highway Lawrenceville, GA 30044 Gwinnett County
(770) 559-4206 tbowen@pbacademy.com

Regional Consultant

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
09/20/2018	Initial Licensing Study	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
Building II Left side	E-Left side		0	0	C	23	C	NA	NA	
Total Capacity @35 sq. ft.:			23			Total Capacity @25 sq. ft.:			0	
Main	B-Middle		0	0	C	14	C	NA	NA	
Main	C-1st Left		0	0	C	11	C	NA	NA	
Main	D-Lower Level		0	0	C	24	C	NA	NA	
Main	F-Middle Back		0	0	C	0	C	NA	NA	
Main	Room-A 1Right		0	0	C	16	C	NA	NA	
Total Capacity @35 sq. ft.:			65			Total Capacity @25 sq. ft.:			0	
Total # Children this Date:		0	Total Capacity @35 sq. ft.:		88	Total Capacity @25 sq. ft.:			0	

Building	Playground	Playground Occupancy	Playground Compliance
Playground	Middle back	69	C

Comments

The purpose of the visit today was to conduct an initial licensing visit. The provider was granted permission to operate on this date.

Plan of Improvement: No Plan Developed

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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.al.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.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

Tara Bowen, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

Date: 9/20/2018 **VisitType:** Initial Licensing Study **Arrival:** 9:15 AM **Departure:** 2:30 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(2) The consultant observed lesson plans and daily schedules posted in each classroom on this date.

Correction Deadline: 9/20/2018

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

Met

Comment

The consultant observed a variety of age-appropriate equipment on this day. The provider will add to classroom A -1st right, C-1st left and E-middle back additional books and science to enhance a variety.

Comment

591-1-1-.12(4) The consultant discussed with the provider that all equipment and furniture that is of weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. The provider did not have any equipment that needed to be secured on this date.

Correction Deadline: 9/20/2018

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

Met

Comment

Center does not provide swimming activities. The consultant discussed with the provider to inform the regional consultant in the future should swimming be offered to the children.

Children's Records

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

Met

Comment

No children were enrolled on this date. The consultant discussed with the provider to ensure all children records are maintain and organized to meet DECAL requirements.

Comment

591-1-1-.08(6) The consultant reviewed with the provider the DECAL sample form for child's daily arrival and departure. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the parent or authorized person at the time of arrival and departure. These records shall be made available to the department in printed or written form upon request.

Correction Deadline: 9/20/2018

	Facility
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591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(7) - The consultant discussed with the provider to ensure all restrooms are free of stained tiles, and the bathrooms are cleaned daily.

Correction Deadline: 9/20/2018

591-1-1-.19 License Capacity(CR)

Met

Comment

591-1-1-.19(1) The provider is licensed to serve eighty-eight (88) children based on thirty-five (35) square feet of usable space per child.

Correction Deadline: 9/20/2018

591-1-1-.25 Physical Plant - Safe Environment(CR)

Not Met

Comment

591-1-1-.25(13) The consultant did not observe any hazards to be accessible to children on this date. The provider will ensure all potential hazardous equipment, materials and supplies will be stored in an area inaccessible to children.

Correction Deadline: 9/20/2018

Finding

591-1-1-.25(3) requires the center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation, classroom E Building II had stained floor tiles, and the left side transition brick hallway has paint residue.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 9/21/2018

591-1-1-.25 Physical Plant-Structural/Mechanical

Technical Assistance

Technical Assistance

591-1-1-.25(21) - The consultant discussed with the provider that all floor level windows or full-length glass doors constructed of safety glass must have stickers applied at the eye level of the children. The provider will add in classroom F- Special Use Room decals to the windows at floor level.

Correction Deadline: 9/30/2018

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation the provider has a five (5) inch gap at the fence gate.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 9/24/2018**Comment**

591-1-1-.26(6) The consultant discussed with the provider to ensure playground equipment shall be used by the appropriate age group, and to monitor the equipment for lead-based paint, sharp corners and shall be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged to ensure supervision by staff is not obstructed from each angle of the playground.

Correction Deadline: 9/30/2018**Technical Assistance**

591-1-1-.26(9) - The consultant discussed with the provider to remove the pine cones, and splintered sticks throughout the mulch. The provider stated, the mulch will be replaced to ensure splintered sticks are not present.

Correction Deadline: 9/20/2018

Food Service

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Comment

591-1-1-.15(3) The consultant discussed with the provider to ensure baby bottles and formula to be labeled with the individual child's name; supplied by the parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water.

Correction Deadline: 9/20/2018**Comment**

Kitchen appears clean and well organized.

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. The provider stated the steps for proper diapering on this date.

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

Met

Comment

There were no children enrolled on this date. Proper hand washing of children and staff were discussed with the director on this date.

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

Met

Comment

The Provider currently does not dispense/administer medication. The consultant discussed with the provider DECAL medication procedures and forms on this date.

Policies and Procedures

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

Met

Comment

591-1-1-.21(3) The provider discussed with the provider to ensure the emergency 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.

Correction Deadline: 9/25/2018

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

591-1-1-.13 Field Trips(CR)

Met

Comment

There were no children enrolled on this date. Proper field trip documentation and regulations regarding checklists, name tags and permission forms were discussed on this date.

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

Not Met

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, the provider did not have a Fire Extinguishers in each vehicle on this date.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 9/24/2018

Sleeping & Resting Equipment

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

Met

Comment

591-1-1-.30(1)(a) The consultant observed eleven (11) cribs date April 11, 2017 that are safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant.

Correction Deadline: 9/30/2018

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 09/20/2018	
Staff # 2	Met
Date of Hire: 09/20/2018	
Staff # 3	Met
Date of Hire: 09/24/2018	
Staff # 4	Met
Date of Hire: 07/25/2018	
Staff # 5	Met
Date of Hire: 09/20/2018	
Staff # 6	Met
Date of Hire: 09/20/2018	

Staff Credentials Reviewed: 6

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

Met

Comment

Criminal records checks were observed to be complete.

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**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, were discussed with the director on this date.