



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: 5/7/2020 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 3:35 PM

CCLC-50456

Jackson Creek Academy

614 Beaver Ruin Rd NW Lilburn, GA 30047 Gwinnett County
 (770) 921-3993 a_freeborn@yahoo.com

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

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margarita.collier@dec.al.ga.gov

Mailing Address

3401 Jim Moore Road
 Dacula, GA 30019

Quality Rated: No

| 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. |
|------------------------------------|-------------------------|---------------|--|
| 05/07/2020 | Licensing Study | Good Standing | |
| 10/23/2019 | Monitoring Visit | Good Standing | |
| 02/13/2019 | Initial 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 |
|---------------------------------|---------------|---|-------|----------|------|---------------------------------|--------------|--|--------------|-----------------------|
| Gym | Left | | 0 | 0 | C | 41 | C | 57 | C | |
| Gym | Right | | 0 | 0 | C | 29 | C | 41 | C | |
| Total Capacity @35 sq. ft.: 70 | | | | | | Total Capacity @25 sq. ft.: 270 | | | | |
| Main | 1L | Infants | 2 | 4 | C | 19 | C | NA | NA | Floor Play, Free Play |
| Main | 1R | | 0 | 0 | C | 19 | C | NA | NA | |
| Main | 2L | Three Year Olds and Four Year Olds | 2 | 13 | C | 19 | C | 26 | C | Centers |
| Main | 2R | Two Year Olds | 2 | 12 | C | 18 | C | NA | NA | Centers |
| Main | 3L - Back | Five Year Olds and Six Year Olds and Over | 2 | 17 | C | 21 | C | 29 | C | Outside |
| Main | 3L - Front | | 0 | 0 | C | 19 | C | 26 | C | |
| Main | Center / Cafe | | 0 | 0 | C | 25 | C | 35 | C | |
| Total Capacity @35 sq. ft.: 137 | | | | | | Total Capacity @25 sq. ft.: 137 | | Building @35 capacity limited by Fire Marshall Limitations | | |
| Total # Children this Date: 46 | | Total Capacity @35 sq. ft.: 207 | | | | Total Capacity @25 sq. ft.: 270 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|--------------|----------------------|-----------------------|
| Main | A -2yrs | 18 | C |
| Main | B-2yrs-5yrs | 34 | C |
| Main | C-4yrs-12yrs | 477 | C |


| | | | |
|------|------------------|-----|---|
| Main | D-5yrs-12yrs | 103 | C |
| Main | E-3yrs-4yrs | 61 | C |
| Main | F-3yrs | 26 | C |
| Main | G-Infant/Toddler | 9 | C |

Comments

An Administrative Review was conducted on May 7, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on June 29, 2020 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/07/2020

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.decal.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@decal.ga.gov

Amanda Pantelakis, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 5/7/2020 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 3:35 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

Discussed rotating toys to support the procedures of daily disinfecting.

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: 0

| | |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

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

Technical Assistance

Comment

Parent authorizations obtained/completed.

Technical Assistance

Please ensure that the parents update the following information as needed:

- Parents' personal and/or work telephone numbers and address
- Emergency contact information
- Release to persons' names and addresses
- Children's allergies and/or medical needs

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Comment

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please monitor bathrooms for necessary supplies.

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)

Technical Assistance

Technical Assistance

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

Technical Assistance

Technical Assistance

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

Food Service

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

Technical Assistance

Technical Assistance

The consultant discussed the menu requirements with the director on this date.

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

Staff state proper knowledge of diapering procedures.

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

Comment

Staff stated the proper handwashing procedures for staff and children.

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 Evaluated**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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

Technical Assistance

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

591-1-1-.29 Required Reporting **Met**

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Technical Assistance

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

591-1-1-.13 Field Trips(CR) **Technical Assistance**

Technical Assistance

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

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

Comment

A current vehicle inspection report was observed for the following vehicle:

- Vehicle tag #PLN 2016 - Expires July 30, 2020

Technical Assistance

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

Sleeping & Resting Equipment

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: 1**

| | |
|--|---------|
| Staff # 1 | Met |
| Date of Hire: 08/31/2017 | |
| Staff # 2 | Not Met |
| Date of Hire: 12/15/2018 | |
| <u>"Missing/Incomplete Components"</u> | |
| .09-Criminal Records Check Missing | |
| Staff # 3 | Met |
| Date of Hire: 01/19/2016 | |
| Staff # 4 | Met |
| Date of Hire: 09/23/1996 | |
| Staff # 5 | Met |
| Date of Hire: 08/13/2019 | |
| Staff # 6 | Met |
| Date of Hire: 08/05/2019 | |
| Staff # 7 | Met |
| Date of Hire: 07/10/2018 | |
| Staff # 8 | Met |
| Date of Hire: 02/25/2019 | |
| Staff # 9 | Met |
| Date of Hire: 08/06/2002 | |
| Staff # 10 | Met |
| Date of Hire: 08/23/1993 | |
| Staff # 11 | Met |
| Date of Hire: 03/24/2014 | |
| Staff # 12 | Met |
| Date of Hire: 06/11/2012 | |

Staff # 13

Met

Date of Hire: 06/06/1993

Staff Credentials Reviewed: 10

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

Not Met

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on October 23, 2019.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

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 review of records that staff member #4, date of hire December 15, 2018, did not have evidence of a satisfactory comprehensive criminal records check letter on file. Staff member #4 was observed to have evidence of a national satisfactory criminal record check letter dated for August 5, 2015 on file. 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 all staff members have evidence of a satisfactory comprehensive criminal record check letter on file to ensure the CRC rules are maintained.

Correction Deadline: 5/7/2020

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

Technical Assistance

Technical Assistance

Please be mindful of training expiration dates of all staff members' first aid and CPR training.

591-1-1-.33 Staff Training

Technical Assistance

Technical Assistance

Consultant reminded the director that newly hired staff members can count 2.5 hours of the fire safety training during their first year of employment and the director can count five of five hours of the fire safety training within their first year of employment.

Comment

Documentation observed of required staff training.

Technical Assistance

The consultant discussed documentation of initial orientation with the director on this date.

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

| |
|---------------------------------|
| 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)

Technical Assistance

Technical Assistance

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.