



**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:** 6/25/2019    **VisitType:** Initial Licensing Study    **Arrival:** 9:30 AM    **Departure:** 1:45 PM

**CCLC-51202**

**Oak Leaf School**

152 Longview Road Fayetteville, GA 30214 Fayette County  
(770) 892-5956 nwalton@oakleafschool.com

**Regional Consultant**

Jessica Grant

Phone: (770) 359-5808

Fax: (404) 591-5814

jessica.grant@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
06/25/2019	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
Main	A 3-12	Five Year Olds and Six Year Olds and Over	2	10	C	18	C	NA	NA	Not In Use, Free Play
Main	B Two's		0	0	C	10	C	NA	NA	Not In Use
Main	C Infant		0	0	C	12	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 40						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 10			Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	35	C

**Comments**

Congratulations permission to operate was granted on this date!  
The program does not carry liability insurance.

Plan of Improvement: Developed This Date 06/24/2019

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.decal.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.decal.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.

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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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.

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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.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](mailto:qualityrated@decal.ga.gov)

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Noni Walton, Program Official

Date

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Jessica Grant, Consultant

Date



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### Findings Report

**Date:** 6/25/2019 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 1:45 PM

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12 - Additional cots, sheets, and blankets were ordered. Delivery date was observed to be July 3, 2019. A copy of the receipt was obtained.

**Comment**

Equipment and furniture observed to be properly secured, as applicable on this date.

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

**Met**

**Comment**

Center does not provide swimming activities, per the Director.

### Facility

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

**Met**

**Comment**

The total Licensed capacity of the Center measured at 40 children, based on Consultant measurement of three (3) of three (3) classrooms, Licensed this date.

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Not Met**

**Finding**

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. It was determined based on observation that the center was utilizing the gym for a basketball camp during the inspection. The center was also utilizing the first left classroom in the building for the same ten children that were occupying the gym.

**POI (Plan of Improvement)**

The Director was instructed to remove the children from the gym during the inspection by the Fire Marshal. The Director was also instructed by the Consultant not to occupy the classroom that is not licensed.

Correction Deadline: 6/24/2019

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

**Not Met**

**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 large pieces of wood were throughout the play area.

**POI (Plan of Improvement)**

The Director stated she will remove the large pieces of wood.

Correction Deadline: 6/24/2019

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**Food Service**

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

**Met**

**Comment**

The food is catered, per the Director.

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**Health and Hygiene**

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

**Met**

**Comment**

Currently there are no diapered children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

**Comment**

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

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

**Met**

**Comment**

Proper hand washing of children and staff was discussed with the Director on this date.

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

**Met**

**Comment**

Discussed proper medication documentation and procedures.

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**Safety**

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

**Met**

**Comment**

Age-appropriate discussion and redirection observed.

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

**Met**

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date. Inspection observed dated 6.4.19.

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**Sleeping & Resting Equipment**

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

On this date, Consultant observed three (3) of three (3) cribs used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. Consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director, prior to the visit and on this date. Further, Consultant discussed cot and mat disinfecting requirements with Center Director on this date.

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**Staff Records****Records Reviewed: 4****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 05/14/2019

Staff # 2

Met

Date of Hire: 06/04/2019

Staff # 3

Met

Date of Hire: 05/01/2019

Staff # 4

Met

Date of Hire: 06/18/2019

**Staff Credentials Reviewed: 4**

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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.

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**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 review of files that the Director did not have evidence of current CPR & first aid on site.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 7/25/2019**

**Finding**

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on review of files that the driver does not have evidence of current CPR & first aid.

**POI (Plan of Improvement)**

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

**Correction Deadline: 6/25/2019**

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**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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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.