



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:** 8:50 AM **Departure:** 1:45 PM

CCLC-51231

White Oak Learning Academy #1

4760 Martin Road Cumming, GA 30041 Forsyth County
 (770) 887-4466 angiec@whiteoakacademy.com

Mailing Address

2982 Grizzle Road
 Dawsonville, GA 30534

Regional Consultant

Mandi Sloan

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mandi.sloan@decal.ga.gov

Quality Rated: ★ ★ ★

<u>Compliance Zone Designation</u>		
08/28/2019	Licensing Study	Good Standing
06/18/2019	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-1L	One Year Olds	1	6	C	19	C	NA	NA	Free Play
Main	B-2L	Infants	1	4	C	13	C	NA	NA	Free Play
Main	C-3L	One Year Olds	2	15	C	21	C	NA	NA	Outside
Main	D-4L Back	PreK	2	22	C	20	NC	NA	NA	Centers
Main	D-4L Front	PreK	2	22	C	21	NC	NA	NA	Outside
Main	E-L Far Back	Two Year Olds	2	20	C	26	C	NA	NA	Outside
Main	G-3R Back	PreK	2	21	C	23	C	NA	NA	Centers
Main	G-3R Front	PreK	2	21	C	26	C	NA	NA	Circle Time
Main	H-2R	Two Year Olds and Three Year Olds	2	10	C	34	C	NA	NA	Outside
Main	I-1R	Three Year Olds	1	14	C	32	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 235					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 155					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of today's visit is to conduct a Licensing Study.

Plan of Improvement: Developed This Date 08/28/2019

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/RuleAndRegulations.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

Angie Carlisle , Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

Date: 8/28/2019 **VisitType:** Licensing Study

Arrival: 8:50 AM

Departure: 1:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

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

Met

Comment

Center does not provide swimming activities.

Facility

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

Center appears clean and well maintained.

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

Met

Comment

Playground observed to be clean and in good repair.

Food Service

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
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Comment

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures. Program stated no medication is being dispensed.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

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

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 29

Records with Missing/Incomplete Components: 1
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Staff # 1	Met
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Staff # 2	Met
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Date of Hire: 11/09/2018

Staff # 3	Met
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Date of Hire: 05/29/2019

Staff # 4	Met
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Date of Hire: 08/02/2019

Staff # 5	Met
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Staff # 6 Date of Hire: 08/02/2010	Met
Staff # 7 Date of Hire: 01/03/2005	Met
Staff # 8 Date of Hire: 07/31/2017	Met
Staff # 9 Date of Hire: 10/15/2007	Met
Staff # 10 Date of Hire: 07/28/2015	Met
Staff # 11	Met
Staff # 12 Date of Hire: 04/29/2019	Met
Staff # 13 Date of Hire: 01/23/2017	Met
Staff # 14 Date of Hire: 02/03/2016	Met
Staff # 15 Date of Hire: 02/11/2019	Met
Staff # 16 Date of Hire: 08/02/2003	Met
Staff # 17 Date of Hire: 07/27/2016	Met
Staff # 18 Date of Hire: 08/06/2019	Met
Staff # 19	Met
Staff # 20 Date of Hire: 08/21/2000	Met
Staff # 21 Date of Hire: 08/26/1998	Met

Staff # 22	Not Met
Date of Hire: 08/28/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing,.09-Criminal Records Check Dissatisfied	
Staff # 23	Met
Date of Hire: 07/07/2003	
Staff # 24	Met
Date of Hire: 06/17/2013	
Staff # 25	Met
Date of Hire: 08/26/2016	
Staff # 26	Met
Staff # 27	Met
Date of Hire: 04/19/2019	
Staff # 28	Met
Staff # 29	Met
Date of Hire: 05/20/2019	

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation and review of records that the center did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site for one student-in-training present in room 4L-Front working as a student teacher in the Georgia Pre-Kindergarten classroom. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 the CRC rules are maintained.

Correction Deadline: 8/28/2019

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 observation and review of records that one student-in-training present in room 4L-Front working as a student teacher in the Georgia Pre-Kindergarten classroom did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. 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 the CRC rules are maintained.

Correction Deadline: 8/28/2019

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that the center did not maintain a personnel file for one student-in-training.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 9/2/2019

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**

Discussed combining children of mixed ages.

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

Staff observed to provide direct supervision and be attentive to children's needs.

