



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: 6/21/2019 **VisitType:** Initial Licensing Study **Arrival:** 9:00 AM **Departure:** 1:30 PM

CCLC-51385

The Norman Academy

295 North McDonald Street Ludowici, GA 31316 Long County
 (912) 256-2177 fnormanjackson@gmail.com

Mailing Address
 Same

Regional Consultant

Brianne Walters

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Brianne.Walters@dec.al.ga.gov

Joint with: Jerica Davis, Mary Jerrell

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
06/21/2019	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
Main	A		0	0	C	14	C	NA	NA	
Main	B		0	0	C	16	C	NA	NA	
Total Capacity @35 sq. ft.: 30			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 30			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	21	C

Comments

The program was issued the permanent license this date. The program has liability insurance.

Plan of Improvement: Developed This Date 06/21/2019

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

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.state.ga.us/> 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.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

Francine Norman-Jackson, Program Official	Date
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Jerica Davis, Consultant	Date
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Brianne Walters, Consultant	Date
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Mary Jerrell, Consultant	Date
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Findings Report

Date: 6/21/2019 **VisitType:** Initial Licensing Study **Arrival:** 9:00 AM **Departure:** 1:30 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 11/7/2018

Corrected on 6/21/2019

Discussed use of GELDS and <https://peach.decal.ga.gov> for lesson plans.

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

Not Met

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that at least two tall shelves/cubby units in Room A and 2 in Room B were not secured to prevent them from being pushed or pulled over. A small wooden shelf in the back right corner of Room B was unsteady and could be easily pushed over.

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 6/21/2019

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

N/A

Comment

Center does not provide swimming activities. No Pool on site.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

Discussed ensuring that all areas of children's enrollment forms are complete.

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**

The previously licensed rooms located in the home will no longer be used, and were taken out of the licensed capacity. Two rooms in a modular building located on the property were licensed this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that the tile flooring in Room A was not secured properly and presented a tripping hazard and could not be maintained clean. In addition a large piece of carpeting in Room A and B were not secured and presented a tripping hazard.

POI (Plan of Improvement)

Floors will be maintained to be safe and sanitary.

Correction Deadline: 8/5/2019**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 that the following was present:

There were areas on the walls in both rooms, the front restroom and the hall between rooms had loose spackling present that could be chipped away.

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: 6/21/2019**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

Discussed having these trees inspected by a certified arborist to determine their structural integrity and associated levels of risk.

Comment

Discussed using sturdy lattice or another material to close in the area below the ramp leading from Room A to the playground.

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, that the following was present:

- The chain link fence at the front left of the playground was unsturdy and not properly attached to a top support post.
- The lattice along the top of the chain link fence at the right side of the playground was loose and unsturdy, was broken/cracked, and had black mold present in several places.
- A portion of the fence along the front right of the yard did not measure at least 4 feet tall where the lattice was missing. The fence measured 3'8" tall in this area.

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: 7/8/2019

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 observation that the following was present:

- Several pieces of trash present on the playground
- A loose water hose was present on the right side of the playground
- thorny vines were growing on the chain link fence along the right side of the yard.
- yard debris including leaves, sticks and large tree limbs were present in the back left and right corners of the yard
- many loose pieces of lattice and other items were present under the storage shed awning
- uneven and broken cement pads were present on the right side of the playground. Pieces of wood where posts were removed were present on the cement pads that presented a tripping hazard.
- paint was chipping on the door leading from the ramp into Room A.
- At least 3 tree stumps had mushrooms, thorny vines and rotting wood

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 7/8/2019

Health and Hygiene

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

Defer

Correction Deadline: 10/24/2018

Corrected on 6/21/2019

Discussed diapering rules during the visit.

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

Defer

Correction Deadline: 10/24/2018

Corrected on 6/21/2019

Discussed handwashing requirements during the visit.

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

The center does not currently dispense/administer medication.

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

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

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation or field trips at this time. Discussed with the director that prior to providing transportation and/or field trips, staff are required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of transportation training. In addition, prior to providing transportation, the regional consultant will be contacted to discuss and review all transportation requirements.

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

No infants requiring cribs will be enrolled.

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

Staff Records**Records Reviewed: 6****Records with Missing/Incomplete Components: 0**

Staff # 2 Met
Date of Hire: 02/16/2019

Staff # 3 Met
Date of Hire: 06/05/2019

Staff # 6 Met
Date of Hire: 02/19/2019

Records Reviewed: 6**Records with Missing/Incomplete Components: 0**

Staff # 4 Met
Date of Hire: 10/05/2018

Staff # 5 Met
Date of Hire: 10/24/2018

Records Reviewed: 6**Records with Missing/Incomplete Components: 0**

Staff # 1 Met
Date of Hire: 09/22/2015

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

Correction Deadline: 10/24/2018

Corrected on 6/21/2019

A satisfactory comprehensive background check was observed for five of five current staff.

591-1-1-.24 Personnel Records Met

Correction Deadline: 11/7/2018

Corrected on 6/21/2019

Observed corrected.

591-1-1-.33 Staff Training Met

Correction Deadline: 11/7/2018

Corrected on 6/21/2019

Observed corrected.

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

Comment

Discussed replacing the antibiotic ointment in the first aid kit that had recently expired.

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Discussed that all staff must obtain the health and safety orientation training and CPR and First Aid training within 90 days of employment.

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

No children were present during the visit. Discussed staff child: ratio requirements.

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

Comment

No children were present during the visit. Discussed supervision requirements.