



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: 10/30/2019 **VisitType:** Complaint Investigation **Arrival:** 9:40 AM **Departure:** 1:00 PM
 Follow Up

CCLC-51660

Seven Oaks Academy

810 Indian Trail Lilburn Road Lilburn, GA 30047 Gwinnett County
 (770) 564-0470 admin@sevenoaksacademy.org

Regional Consultant

Bridget Johnson

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bridget.johnson@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
10/30/2019	Complaint Investigation Follow Up	Good Standing
10/30/2019	Complaint Closure	Good Standing
10/07/2019	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	1R Infant Room	Infants	1	4	C	17	C	NA	NA	Floor Play,Story
Main	2R Back (Pre-K 1)	PreK	2	20	C	21	C	NA	NA	Transitioning
Main	3 Rt Back (Pre-K 5)	PreK	1	16	C	20	C	NA	NA	Music
Main	4 Rt -Back (Pre-K 4)		0	0	C	19	C	NA	NA	
Main	5R Back (Acorns)	Three Year Olds	1	6	C	23	C	NA	NA	Free Play
Main	6 R Back (Pre-K 2)		0	0	C	21	C	NA	NA	
Main	A Back Rt class Branches		0	0	C	18	C	NA	NA	
Main	A-1st Right (Seedlings)	Two Year Olds	1	4	C	18	C	NA	NA	Free Play
Main	Front Left (Pre-K 3)	PreK	2	19	C	20	C	NA	NA	Centers
Main	Gym Far Left - B storage		0	0	C	32	C	NA	NA	
Main	Gym Far Lft -A a/s Oaks		0	0	C	29	C	NA	NA	
Main	I-1st right far back		0	0	C	19	C	NA	NA	

Total Capacity @35 sq. ft.: 257

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 69

Total Capacity @35 sq. ft.: 257

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	B-2nd Left Side	16	C

Main	C-2nd Middle	14	C
Main	PG Measures 6,475	65	C

Comments

10/30/2019: The purpose of this visit was to conduct a complaint investigation and follow up on any previous citations. The investigation was closed on this date.

Plan of Improvement: Developed This Date 10/30/2019

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/Regulations.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

Tonja Grier, Program Official

Date

Bridget Johnson, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Facility

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

Met

Correction Deadline: 10/21/2019

Corrected on 10/30/2019

.25(3) - On this date consultant observed correction of previous citation in that no areas of peeling paint were visible.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct 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. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records the last fire drill logged was August 2019.

POI (Plan of Improvement)

The Director stated the facility will conduct a fire drill by the date given by Consultant which was November 13, 2019 since it was raining on the date of Consultant's visit and rain was scheduled for the following day, which was the last day of October, as well. The center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 11/13/2019

Recited on 10/30/2019

Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Date of Hire: 05/15/1997

Staff # 2

Met

Date of Hire: 07/31/2019

Staff # 3

Met

Date of Hire: 10/03/2019

Staff Credentials Reviewed: 2

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

Met

Comment

Director provided two files for employees hired since last visit. Background checks were complete and satisfactory.