



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: 8/2/2019 **VisitType:** Initial Licensing Study **Arrival:** 8:25 AM **Departure:** 5:45 PM

CCLC-51660

Seven Oaks Academy

810 Indian Trail Lilburn Road Lilburn, GA 30047 Gwinnett County
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Regional Consultant

Tamra Thomas

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
08/02/2019	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	Diapering, Nap
Main	2R Back (Pre-K 1)		0	0	C	21	C	NA	NA	Nap, Diapering
Main	3 Rt Back (Pre-K 5)		0	0	C	20	C	NA	NA	
Main	5R Back (Acorns)	Three Year Olds	1	11	C	23	C	NA	NA	Transitioning
Main	6 R Back (Pre-K 2)		0	0	C	21	C	NA	NA	
Main	A Back Rt class Branches	Two Year Olds and Three Year Olds	1	4	C	18	C	NA	NA	Nap
Main	Computer/ Lobby		0	0	C	0	C	NA	NA	
Main	Front Left (Pre-K 3)		0	0	C	20	C	NA	NA	Lunch
Main	Gym Far Lft -A a/s Oaks	Five Year Olds	1	9	C	29	C	NA	NA	Lunch
Main	I-1st right far back		0	0	C	19	C	NA	NA	

Total Capacity @35 sq. ft.: 188

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 28

Total Capacity @35 sq. ft.: 188

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

The purpose of the visit was to conduct an initial licensing visit. The provider will be issued a Temporary License pending a follow-up visit.

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.dec.al.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@dec.al.ga.gov

Tonja Grier, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

Date: 8/2/2019 **VisitType:** Initial Licensing Study **Arrival:** 8:25 AM **Departure:** 5:45 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(2) The provider had current week lesson plans posted on this date. The provider will keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development.

Correction Deadline: 8/2/2019

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

Not Met

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation classroom D, E and F has wood lofts with six (6) to ten (10) inch gaps between the railing.

POI (Plan of Improvement)

The provider stated, the wood lofts will have materials added to close the space or the lofts will be removed. The consultant discussed with the provider to monitor equipment for safety.

Correction Deadline: 8/16/2019

Technical Assistance

591-1-1-.12(4) - The consultant discussed with the provider to ensure any equipment of weight of mass is secured to prevent a tipping hazard. The provider did not have any equipment that was not secured on this date.

Correction Deadline: 8/2/2019

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 5	Met
Child # 6	Met

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children records four files were missing the release persons address.

POI (Plan of Improvement)

The provider stated, the center staff will review all children files to ensure all required information is listed. The provider will continue monitoring enrollment forms as children enroll to ensure no areas are not complete.

Correction Deadline: 8/5/2019

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation classrooms C, D, E, F and H restrooms have half doors that does not meet DECAL requirement to be fully enclosed.

POI (Plan of Improvement)

The provider stated, the restrooms doors will be replaced to install full doors to meet the fully enclosed requirement. The consultant discussed ways to monitor to ensure the ventilation fans are working properly.

Correction Deadline: 9/1/2019

Finding

591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation classroom C floor tiles has a build up of dirt around the base of the toilet.

POI (Plan of Improvement)

The provider stated, the floor tiles will be replaced and the toilets will be cleaned and monitored daily.

Correction Deadline: 8/2/2019

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

The provider is licensed for one-hundred and eighty-eight capacity (188).

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

591-1-1-.25(13) - The provider had hazards out of reach of children. The provider will monitor to ensure hazards remain inaccessible to children at all times.

Correction Deadline: 8/2/2019

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 classroom B, C and E had lights that were not working, classroom C restroom baseboard was detached from the wall and the wall behind the toilet had peeling paint.

POI (Plan of Improvement)

The provider stated, the lights will be replaced, the baseboards will be replaced and the walls will be painted. The consultant discussed with the provider to monitor the center to ensure it remains in good repair and free of debris.

Correction Deadline: 8/2/2019

591-1-1-.26 Playgrounds(CR)**Not Met****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 the following:

playground A front gate latch was not latching properly with a six inch gap being closed by extra fencing that has been added to the facing of the gate

playground B inside gate has two screws extending five threads that need to be cut back

Playground C has rust on the gate that separate the playground

playground D back double gate has rust on the screws and rust on the post of the fence posing a hazard.

POI (Plan of Improvement)

The provider stated the gate latch will be repaired and the gaps in the fence will be enclosed. The provider also stated, the rust will be removed and the screws will be cut to no more than two threads.

Correction Deadline: 8/9/2019

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation playground A has a green playhouse with peeling paint and six wood planters with mildew stains, and playground C plastic toys that need to be cleaned with spider webs removed.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 8/12/2019

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 the following:

Playground A had gumballs, pine cones, sticks, mildew on six wood planters posing a hazard and the back side had a black water cap exposed and tree roots posing a tripping hazard.

playground B had wood timbers measuring 8 inches in height posing a tripping a hazard.

playground C had wood timbers that are splintering and a four inch height posing a tripping hazard

playground D had green artificial turf as the surface that is not smooth posing a tripping hazard

POI (Plan of Improvement)

The provider stated, the playground will be repaired to remove hazards. The consultant discussed with the provider to use DECAL playground checklist to monitor the playground daily, weekly and monthly.

Correction Deadline: 8/9/2019

Food Service

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

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Comment

591-1-1-.15(2) The provider will ensure the infant feeding plans are kept up to day as needed based on changes to infant feeding needs. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies.

Correction Deadline: 8/2/2019

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Comment

591-1-1-.18(5) The provider will use the thermostats observed to monitor the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. The refrigerator where bottles are kept will be monitored to ensure the required temperature is maintained.

Correction Deadline: 8/2/2019

Health and Hygiene

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

Proper diapering procedures observed.

Technical Assistance

591-1-1-.10(1) - The consultant observed classroom G, H and I to use windows for ventilation. The provider will ensure the required square footage of window space is used during diapering.

Correction Deadline: 8/2/2019

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

Safety

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

Center does not keep animals on premises.

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

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

591-1-1-.13 Field Trips(CR)**Met****Comment**

Field trip documentation observed to be complete. The consultant observed the provider field trip paperwork from July 24, 2019 to Lillian Webb Park fountains and July 25, 2019 to World of Coke.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

The center does not provide routine transportation during the summer months. The provider will ensure all required DECAL forms are complete before routine transportation is provided.

Technical Assistance

591-1-1-.36(3)(a-b) - The owner will obtain Transportation training to serve as the Director.

Correction Deadline: 8/12/2019

Finding

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on observation of records the bus license #AFY9651 and van license #AWX6356 does have proof of annual vehicle inspections.

POI (Plan of Improvement)

The provider stated updated vehicle inspection checklist will be obtained. The owner stated, the vehicles will not be used until the vehicle inspections can be completed.

Correction Deadline: 8/7/2019

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Staff # 1 Not Met

Date of Hire: 05/15/1997

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2 Met

Date of Hire: 03/04/2019

Staff # 3 Not Met

Date of Hire: 07/11/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 2

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

Comment

Criminal record checks were observed to be complete.

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 observation of records the Director and Staff does not have current first aid/CPR and ten staff did not have current first aid aid/CPR. The provider had proof of online training that is not accepted by DECAL.

POI (Plan of Improvement)

The provider will ensure when staff completes the required first aid/CPR that the class is taken in person and meets DECAL requirements.

Correction Deadline: 9/1/2019

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**

A supervision plan will be created for the route to the playground and the use of the classroom lofts. The center maintained staff:child ratios on this date.