



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: 9/5/2019 **VisitType:** Initial Licensing Study **Arrival:** 8:45 AM **Departure:** 4:50 PM

CCLC-51660

Seven Oaks Academy

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

Regional Consultant

Tamra Thomas

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
09/05/2019	Initial Licensing Study	Good Standing
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	5	C	17	C	NA	NA	Floor Play,Feeding					
Main	2R Back (Pre-K 1)	PreK	2	20	C	21	C	NA	NA	Circle Time,Transitioning					
Main	3 Rt Back (Pre-K 5)	PreK	2	20	C	20	C	NA	NA	Transitioning,Outside					
Main	5R Back (Acorns)	Three Year Olds	1	6	C	23	C	NA	NA	Centers					
Main	6 R Back (Pre-K 2)		0	0	C	21	C	NA	NA						
Main	A Back Rt class Branches	Two Year Olds	1	4	C	18	C	NA	NA	Lunch					
Main	Computer/ Lobby		0	0	C	0	C	NA	NA						
Main	Front Left (Pre-K 3)	PreK	2	20	C	20	C	NA	NA	Centers					
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.: 188						Total Capacity @25 sq. ft.: 0									
Total # Children this Date: 75						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

Comments

The purpose of the visit was to conduct a Change of Ownership follow-up visit. The provider was not issued a permanent license given a follow-up visit is required.

A plan of correction was developed during this visit. A follow-up visit will be scheduled before the final license can be issued.

9/17/2019 A conference call occurred this day to review plan of improvement.

Plan of Improvement: Developed This Date 09/05/2019

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.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

Tonja Grier, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

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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 consultant observed the center to keep current lesson plans on site that reflect appropriate instruction practices, and activities to support children's development for each classroom in use this date.

Correction Deadline: 9/5/2019

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

Met

Correction Deadline: 8/16/2019

Corrected on 9/5/2019

.12(2) - The consultant observed the provider to add materials to close the gaps on the classroom lofts this date.

Comment

591-1-1-.12(4) The consultant observed equipment to be secured or inaccessible on this date. The provider stated any equipment such as radios will have double sided tape added to provide extra security to ensure all equipment of weight or mass that could cause injury from tipping, falling, or being pulled or pushed over.

Correction Deadline: 9/5/2019

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

Met

Comment

Center does not provide swimming activities. The provider will ensure to contact the regional consultant before swim activities can be provided to review DECAL rules and regulations.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1

Met

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 2	Met
Child # 3	Met
Child # 4	Met

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

Met

Correction Deadline: 8/5/2019

Corrected on 9/5/2019

.08(1) - The consultant observed the children's file to be compliant on this date.

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 H had two restrooms with 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.

Correction Deadline: 9/27/2019

Recited on 9/5/2019

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, D and E floor tiles had a build up of dirt debris around the toilets.

POI (Plan of Improvement)

The provider stated, the restroom floors will be cleaned and the toilets will be cleaned and monitored daily.

Correction Deadline: 9/13/2019

Recited on 9/5/2019

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)

Not Met

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 the following:

Classroom A - Restroom baseboards were detached and the wall behind the toilet had water damage, the toilet screws need to be cut and capped.

Classroom B - Four light bulbs were not working and all ceiling light fixtures were not shielded.

Classroom C - The restroom had detached baseboards, toilet screws need to be cut and capped and the classroom wall beyond the loft has peeling paint.

Classroom D - The wall by the sink had a build up of dirt debris and the wall has paint damage. The toilet screws need to be cut and capped.

Classroom E - The classroom sink had a build up of dirt debris at the wall and the restroom toilet screws need to be cut and capped.

Classroom F - The restroom toilet screws need to be cut and capped.

Classroom H - Two ceiling light bulbs were out and all four ceiling light fixtures were not shielded. The toilet screws need to be cut and capped.

Classroom I - One ceiling light were out and all four ceiling light fixtures were not shielded.

Hallway restroom - the wall and baseboards had a build up of dirt debris, and the toilet screws need to be cut and capped.

POI (Plan of Improvement)

The provider stated, classroom B, H and I light bulbs will be shielded and the bulbs will be replaced, restroom baseboards will be repaired, walls will be painted and the toilet screws will be cut and capped. The consultant discussed with the provider to monitor the all licensed classrooms to ensure the center remains in good repair and free of debris.

Correction Deadline: 9/27/2019

Recited on 9/5/2019

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

Correction Deadline: 8/9/2019

Corrected on 9/5/2019

.26(4) - The provider had repaired the gates, cut the screws and added new fencing to remove the rust.

Correction Deadline: 8/12/2019

Corrected on 9/5/2019

.26(6) - The provider removed the wood playhouse and the wood planters were pressure washed and the toys were pressure washed.

Correction Deadline: 8/9/2019

Corrected on 9/5/2019

.26(9) - The provider has removed all hazards and the playground was in compliance with DECAL rules and regulations.

Food Service

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

Comment

Center menu meets USDA guidelines.

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)**Not Met****Finding**

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on observation, classrooms G, H and I were using windows for ventilation, but the windows did not have screens on this date.

POI (Plan of Improvement)

The provider stated the landlord has ordered the screens to ensure the center is meeting the requirement for ventilation. The center will ensure the staff is trained to open the windows based on the required measurements.

Correction Deadline: 9/5/2019

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**

591-1-1-.20(4) The provider had complete documentation for medication that has been dispensed.

Correction Deadline: 9/5/2019

Safety

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

Center does not keep animals on premises. The provider will contact the regional consultant before animals are allowed to be on the premises.

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

Age-appropriate discussion and/or redirection observed.

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

The provider stated, the center does not participate in field trips at this time. The provider will contact the regional consultant before field trips are provided to review DECAL field trip rules and regulations.

591-1-1-.36 Transportation(CR)**Met****Correction Deadline: 8/7/2019****Corrected on 9/5/2019**

.36(4)(a) - The provider stated, the center is not providing routine transportation. The provider stated, the center will not add transportation back until January 2020, and at that time the center will notify the regional consultant to review DECAL transportation requirements.

Sleeping & Resting Equipment

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

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

Comment

591-1-1-.30(1)(a) The consultant observed the provider to have eight cribs dated September 1, 2011 that meet Consumer Product Safety Commission (CPSC). The provider has two inch mats for children over one year of age.

Correction Deadline: 9/15/2019

Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Staff # 1 Not Met

Date of Hire: 09/03/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Name Missing,.24(1)-No Record,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing

Staff # 2 Not Met

Date of Hire: 05/15/1997

"Missing/Incomplete Components"

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

Staff # 3 Met

Date of Hire: 07/15/2019

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records, the provider did not request portability for a staff hired September 3, 2019 who had a comprehensive background check cleared under a different provider on August 8, 2019.

POI (Plan of Improvement)

The consultant discussed with the provider to ensure portability for all staff occurs before allowing a staff to begin working, and to ensure anyone with a national background letter is always staffed with another employee with a comprehensive background on file. The provider completed portability on the day of this visit for the staff cited.

Correction Deadline: 9/5/2019

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 center had two (2) staff out of ten (10) with First Aid/CPR, which is less than fifty percent of staff.

POI (Plan of Improvement)

The provider stated, the next available date for First Aid/CPR is September 24, 2019, however the provider stated they will try to identify an earlier class. The provider discovered most of the staff was taking online first aid/CPR training upon acquiring the center.

Correction Deadline: 9/25/2019**Recited on 9/5/2019**

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

591-1-1-.24(1) - The consultant observed a staff hired September 3, 2019 did not have a personnel file on the premises this date. The provider called the employee in the presence of the consultant to confirm the personnel file will be returned upon the next scheduled work day.

Correction Deadline: 9/6/2019

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of staff records, three newly hired staff partially completed the initial documentation of orientation checklist.

POI (Plan of Improvement)

The provider stated all three staff will finish the required initial orientation checklist before the staff are scheduled to work. The consultant discussed with the provider to ensure documentation of orientation checklist are completed before assigning staff to work with children.

Correction Deadline: 9/9/2019

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

The consultant observed the staff to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

The consultant observed the center to maintain appropriate staff:child ratios on this date. The consultant discussed with the provider to ensure during transitions that ratios are maintained.

Comment

The consultant observed the center staff to provide direct supervision and be attentive to children's needs. The provider developed supervision plans for the route to the playground for all classrooms without direct access, classroom B and C access to cubbies in the hallway, and classroom B route to the hallway restroom. The provider will ensure all staff is trained to follow supervision plans.