



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: 10/7/2019 **VisitType:** Initial Licensing Study **Arrival:** 8:45 AM **Departure:** 1:50 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			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.
10/07/2019	Initial Licensing Study	Good Standing	
09/05/2019	Initial Licensing Study	Good Standing	
08/02/2019	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	1R Infant Room	Infants	1	4	C	17	C	NA	NA	Floor Play, Diapering
Main	2R Back (Pre-K 1)	PreK	2	18	C	21	C	NA	NA	Centers
Main	3 Rt Back (Pre-K 5)	PreK	2	15	C	20	C	NA	NA	Circle Time
Main	5R Back (Acorns)	Three Year Olds	1	3	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	6	C	18	C	NA	NA	Outside
Main	Computer/ Lobby		0	0	C	0	C	NA	NA	
Main	Front Left (Pre-K 3)	PreK	1	19	C	20	C	NA	NA	Circle Time
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: 65

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 a follow-up initial licensing visit. The provider was issued a permanent license on this date.

Plan of Improvement: No Plan Developed

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

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.al.ga.gov/> 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.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.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 lesson plans posted for all classrooms on this date. The center had sufficient and varied learning equipment and materials to support activities in all developmental areas.

Correction Deadline: 10/7/2019

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

Technical Assistance

Technical Assistance

591-1-1-.12(4) - The consultant observed equipment of weight and mass to be secured on this date. The provider will monitor all classrooms to ensure equipment and furniture of weight or mass remains secured.

Correction Deadline: 10/7/2019

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

Met

Comment

Center does not provide swimming activities. The provider will contact the regional consultant before swimming activities are planned to review DECAL swimming rules and regulations.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

Child # 5

Met

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

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Correction Deadline: 9/27/2019

Corrected on 10/7/2019

.06(4) - The consultant observed classroom H had full doors installed at the restrooms on this date. All restrooms had full doors with ventilation on this date.

Correction Deadline: 9/13/2019

Corrected on 10/7/2019

.06(7) - The consultant observed the bathrooms to be cleaned on this date. The provider will monitor the bathrooms and classrooms to ensure the facility is cleaned daily.

591-1-1-.19 License Capacity(CR)

Met

Comment

The program limited the capacity in classroom G to six infants giving an overall capacity of one-hundred seventy nine . The provider stated, an amendment will be submitted once the third left classroom and infant playground are ready to be added as licensed usable space.

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, classroom A, C, D, E and H had peeling paint around the toilets and door frames.

POI (Plan of Improvement)

The provider stated the walls and doors with peeling paint will be repaired and painted. The provider will monitor the center daily for needed repairs.

Correction Deadline: 10/21/2019

Recited on 10/7/2019

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

Technical Assistance

Technical Assistance

591-1-1-.26(6) - The consultant discussed with the provider to remove the swings not in use until the chains can be replaced, and to add additional sand to the base of the basketball goal to ensure it is secured.

Correction Deadline: 10/17/2019

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Health and Hygiene

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

Met

Correction Deadline: 9/5/2019

Corrected on 10/7/2019

.10(1) - The consultant observed screens were added to the windows used for ventilation during diapering. The consultant identified the required amount of window space to be opened during diapered to ensure ventilation requirements are met. The provider stated, the diapering procedure posters will be added adjacent to the table for staff to follow.

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

Met

Comment

The consultant observed proper hand washing throughout the center.

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

Met

Comment

Discussed proper medication documentation and procedures.

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 provider stated, the center did not conduct a September 2019 fire drill. The center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 10/12/2019

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on 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

Center does not participate in field trips at this time.

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

591-1-1-.30(1)(a) The provider had six (6) cribs that met Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant.

Correction Deadline: 10/17/2019

Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Staff # 1 Met

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**

Correction Deadline: 9/5/2019

Corrected on 10/7/2019

.09(1)(j) - The provider had complete background checks on file for all staff this date. The provider will ensure all employees, provisional employees have a cleared background check with DECAL before they are allowed to be on the premises with children.

591-1-1-.14 First Aid & CPR **Met**

Correction Deadline: 9/25/2019

Corrected on 10/7/2019

.14(1) - The consultant observed twelve staff to have current first aid/CPR training on this date. The provider will ensure all staff has approved first aid/CPR training within ninety (90) days of hire date.

591-1-1-.33 Staff Training **Met**

Correction Deadline: 9/9/2019

Corrected on 10/7/2019

.33(2) - The consultant observed the staff file to have completed documentation of orientation checklist. The provider will ensure that all staff files have a completed orientation checklist before the staff can begin working with children.

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

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs. The provider has supervision plans for the route to the playground and to the hallway restroom for classroom B.