



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: 10/2/2020 **VisitType:** Monitoring Visit **Arrival:** 2:00 PM **Departure:** 3:00 PM

CCLC-51660

Seven Oaks Academy

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

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

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.
10/02/2020	Monitoring Visit	Good Standing	
10/30/2019	Complaint Investigation Follow Up	Good Standing	
10/30/2019	Complaint Closure	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		0	0	C	17	C	NA	NA	
Main	2R Back (Pre-K 1)		0	0	C	21	C	NA	NA	
Main	3 Rt Back (Pre-K 5)		0	0	C	20	C	NA	NA	
Main	4 Rt -Back (Pre-K 4)		0	0	C	19	C	NA	NA	
Main	5R Back (Acorns)		0	0	C	23	C	NA	NA	
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)		0	0	C	18	C	NA	NA	
Main	Front Left (Pre-K 3)		0	0	C	20	C	NA	NA	
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: 0						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

Comments

Background checks were all reviewed on October 1, 2020. A virtual inspection was conducted on October 2, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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

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

Erica Gwyn, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

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

Licensed capacity observed to be routinely met by center.

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

Met

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

Comment

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Met

Comment

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date. Staff stated proper handwashing procedure for staff and children.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Correction Deadline: 11/13/2019

Corrected on 10/2/2020

.21(3) - The consultant observed the previous citation to be corrected in that the consultant observed documentation of 2020 emergency drills.

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

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

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

There were no children enrolled on this date. Regulations regarding proper safe sleep guidelines were discussed with the director on this date.

Staff Records

Records Reviewed: 10**Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 12/30/2019	Met
Staff # 2 Date of Hire: 05/15/1997	Met
Staff # 3 Date of Hire: 09/21/2020	Met
Staff # 4 Date of Hire: 07/31/2019	Met
Staff # 5 Date of Hire: 10/03/2019	Met
Staff # 6 Date of Hire: 03/03/2020	Met
Staff # 7 Date of Hire: 10/24/2019	Met
Staff # 8 Date of Hire: 02/11/2020	Met
Staff # 9 Date of Hire: 07/31/2020	Met
Staff # 10 Date of Hire: 03/17/2020	Met

Staff Credentials Reviewed: 4

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

Comment

The director provided five files for staff members hired since the previous visit was conducted on October 7, 2019. The consultant observed five of five newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

Comment

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

Staffing and Supervision

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

Comment

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

Met

Comment

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.