



**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:** 8/18/2021    **VisitType:** Initial Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:00 PM

**CCLC-54641**

**Lemon Tree Academy**

1483 Snows Mill Rd. Monroe, GA 30655 Walton County  
 (770) 267-9017 Cindy@lemontreeacademy.com

**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

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melissa.mcfarlin@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<u>Compliance Zone Designation</u>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/18/2021	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
Building II	A-Pre-K	GA PreK	2	20	C	23	C	NA	NA	Centers
Building II	B-Afterschool		0	0	C	14	C	NA	NA	
Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 0							
Main Building	Left Hall: 1L-Infants	Infants	1	4	C	6	C	NA	NA	Floor Play
Main Building	Left Hall: 1R-Threes	Three Year Olds	1	9	C	15	C	NA	NA	Free Play
Main Building	Left Hall: 2R-Infants	Infants	1	2	C	9	C	NA	NA	Floor Play
Main Building	Left Hall: 2L- Ones	One Year Olds and Two Year Olds	1	8	C	17	C	NA	NA	Circle Time
Main Building	Right Hall: 1L-Twos	Two Year Olds	1	7	C	15	C	NA	NA	Free Play
Main Building	Right Hall: 1R-Twos	One Year Olds and Two Year Olds	1	9	C	15	C	NA	NA	Circle Time
Main Building	Right Hall: 2R-Threes/ Fours	Three Year Olds	1	12	C	18	C	NA	NA	Centers
Main Building	Right Hall: 2L-Pre-K	GA PreK	2	14	C	19	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 114			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 151			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Playground	Infant/Toddler	23	C
Playground	Preschool	310	C

#### Comments

An Administrative Review was conducted the week of August 9, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual Initial Licensing Study was conducted on August 18, 2021. The exit conference was conducted virtually on August 19, 2021 at 2:00 pm with Tenina Lemon. Permission to Operate issued on this date. Facility does carry Liability Insurance. Previous measurements were used for the Change of Ownership, please refer to license capacity.

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.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

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.state.ga.us/> 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.state.ga.us](mailto: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](mailto:qualityrated@decal.ga.gov)

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Cindy Lancaster, Program Official

Date

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Melissa McFarlin, 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-.12 Equipment & Toys(CR)

**Met**

**Comment**

A virtual visit was conducted on this date, the consultant observed equipment, furniture and toys throughout the Center, to be non - hazardous, fully - secured, and not able to cause injury from tipping, falling, or being pulled or pushed over.

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

**Met**

**Comment**

A virtual visit was conducted on this date, no pools were on the premises.

**Comment**

A virtual visit was conducted on this date, the Center Director/Administrator stated that the program will not participate in Swimming/water activities, in water measuring two (2) feet in depth or greater. Consultant discussed Swimming/water requirements with Center Director/Administrator, prior to the visit and on this date. Consultant also stated to Center Director/Administrator that prior to participating in Swimming/water activities, in any type of equipment holding water two (2) feet in depth or greater, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming/water activity Rules.

### Children's Records

**Records Reviewed: 3**

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

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

**Technical Assistance**

591-1-1-.08(1) - The center will ensure all children enrolled, including siblings have individual completed enrollment forms to ensure children have the correct identifying information in case of emergency.

**Correction Deadline: 8/18/2021**

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

The total Licensed capacity of the center measured at 151 children, based on previous measurement of ten (10) of ten (10) classrooms, Licensed this date.

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

A virtual visit was completed on this date, the center appears clean and well maintained.

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

591-1-1-.26(8) - A virtual visit was conducted on this date, the consultant observed the playground after inclement weather. The center will ensure that the playground has an adequate resilient surface. The center will routinely check the resilient surfacing, fluff, add and redistribute resilient surfacing as needed to ensure an adequate resilient surface is maintained.

**Correction Deadline: 8/28/2021**

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

591-1-1-.15(3) - A virtual visit was conducted this date, the center will ensure baby bottles and formula are labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated with a thermometer in the refrigerator that indicates a temperature of forty (40) degrees Fahrenheit or less. The consultant discussed with the provider that adding a date to the bottles would be beneficial to ensure fresh bottles are served.

**Correction Deadline: 8/18/2021**

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

591-1-1-.10(6) - A virtual visit was conducted on this date, staff will ensure the cleaning solution used to clean the diapering changing area is wiped clean, the changing station is completely dry between diaper changes.

**Correction Deadline: 8/18/2021**

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

A virtual visit was conducted on this date, proper hand washing observed throughout the center.

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

**Comment**

A virtual visit was conducted on this date, documentation for medication dispensing observed complete.

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices****Met****Comment**

A virtual visit was conducted on this date, the center will ensure that all required signs and notices are posted and up to date.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

A virtual visit was conducted on this date, the frog in the Pre-K classroom is maintained clean and appropriately caged.

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

A virtual visit was conducted on this date, the staff was observed to maintain a positive learning environment.

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

A virtual visit was conducted on this date, the center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****Met****Comment**

A virtual visit was conducted on this date, complete documentation of transportation observed.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

A virtual was conducted on this date, the consultant observed eleven (11) of eleven (11) cribs in the Infant classrooms with the manufacturing dates, September 2012, October 2011, April 2018, used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. The center will use cots for walking one (1) year old children. The consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director. Further, the Consultant observed a pleasant nap time environment, and discussed cot and mat disinfecting requirements with Center Director and Owner on this date.

<b>Staff Records</b>
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**Records Reviewed: 28****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Staff # 2

Met

Staff # 3

Met

Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Staff # 28	Met

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

A virtual visit was conducted on this date, twenty eight (28) of twenty eight (28) staff records were observed to have comprehensive satisfactory Criminal Background Check determination letters on file.

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

A virtual visit was conducted on this date, staff observed to be compliant with applicable laws and regulations.

**Comment**

591-1-1-.31(13) - A virtual visit was conducted on this date, consultant discussed Fire Certificate of Occupancy requirement with the Provider. The Provider has until September 18, 2021 to submit the Fire Certificate of Occupancy to the Consultant or it will result in a citation or further action.

**Correction Deadline: 8/18/2021**

<b>Staffing and Supervision</b>
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591-1-1-.32 Staff:Child Ratios and Group Size(CR)	Met
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**Comment**

A virtual visit was conducted on this date, staff observed to provide direct supervision and be attentive to children's needs.

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591-1-1-.32 Supervision(CR)	Met
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**Comment**

A supervision plan was created on this date.

**Diapering Supervision Plan**

During diapering, an additional Staff person will be present to assist with supervising children, due to wall-facing diapering surfaces located on the Right Hall:1 R-Two's classroom.

**Playground Supervision Plan**

During all use of the Playground Equipment located on the main-center on the Preschool three-years and older), Center Staff will closely monitor, supervise, provide watchful oversight, and remain within close proximity of children.

Staff will also ensure that children use all Playground equipment safely and appropriately, and will provide prompt and timely response to the needs of all children at all times by stationing themselves in various areas of the Playground. Further, Staff will ensure that children use the main designated paths between all Playground equipment to move and transition around the Playground area.