



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: 9/1/2017 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 1:40 PM

CCLC-879

Ashford Academy

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Regional Consultant

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Mailing Address

Same

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.
09/01/2017	Licensing Study	Good Standing	
03/01/2017	Monitoring Visit	Good Standing	
08/02/2016	Licensing Study	Support	

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	A 1R	Infants	2	9	C	16	C	NA	NA	Floor Play
Main	B 2R	One Year Olds	2	14	C	16	C	NA	NA	Centers
Main	C 3R	Three Year Olds	2	14	C	22	C	NA	NA	Floor Play
Main	D Middle Back	Two Year Olds	3	19	C	21	C	NA	NA	Centers
Main	E Left Rear	Four Year Olds and Five Year Olds	2	20	C	20	C	NA	NA	Circle Time
Main	F Middle(Cafeteria School age)		0	0	C	17	C	NA	NA	
Main	G Well Area		0	0	C	14	C	NA	NA	
		Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 76		Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Plan of Improvement: Developed This Date 09/01/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Natasha Hashim, Program Official

Date

Ashli Conners, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)**Met****Comment**

Observed-Variety Throughout Center

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

No swimming activities provided at this time.

Children's Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Parent Names, Work Numbers,.08(c)-Address of Release Person Missing	
Child # 5	Met

591-1-1-.08 Children's Records**Met****Comment**

Discussed with Director child records.

Correction Deadline: 9/1/2017

Facility

591-1-1-.06 Bathrooms

Met

Comment

Observation-Clean and Well Maintained

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

Met

Comment

Licensed Capacity Routinely Met

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

Technical Assistance

Technical Assistance

591-1-1-.25(13) - Discussed with Director ensuring cabinets are locked at all times.

Correction Deadline: 9/1/2017

Correction Deadline: 3/1/2017

Corrected on 9/1/2017

.25(3) - Previous citation corrected.

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

Met

Comment

Discussed maintenance of resilient surface, due to inclement weather. Please fluff and redistribute.

Health and Hygiene

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

Met

Comment

Staff Stated Proper Knowledge

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

Met

Comment

Staff stated proper knowledge of hand washing procedures.

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

Technical Assistance

Technical Assistance

Discussed with Director medical authorization documentation.

Safety

591-1-1-.05 Animals

Met

Comment

No Animals Kept

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

Met

Comment

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

An Annual Vehicle Safety Inspection Certification was completed for vehicle PAK4266 on September 22, 2016 and vehicle P2A1088 was completed on June 1, 2017.

Comment

Vehicle had fire extinguisher and first aid kit

Correction Deadline: 3/2/2017**Corrected on 9/1/2017**

.36(7)(c)2. - Consultant observed previous citation to be corrected in that consultant saw load/unload completed on field trip forms.

Correction Deadline: 3/2/2017**Corrected on 9/1/2017**

.36(7)(c)3. i-iii - Consultant observed previous citation to be corrected in that consultant saw arrival and departure times completed on field trip form.

Correction Deadline: 3/2/2017**Corrected on 9/1/2017**

.36(7)(d) - Consultant observed previous citation to be corrected in that consultant saw first and second check completed on field trip form.

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

Discussed-SIDS/Infant Sleeping Position

Comment

Observed-Pleasant Naptime Environment

Staff Records**Records Reviewed: 20****Records with Missing/Incomplete Components: 18**

Staff # 1

Not Met

Date of Hire: 02/18/2010

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 3

Not Met

Date of Hire: 08/16/2016

"Missing/Incomplete Components"

.33(3)-1st Yr. Training - 10 hrs.,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(2)-Health & Safety Certificate

Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate	
Staff # 5	Not Met
Date of Hire: 02/15/2017 <u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 6	Not Met
Date of Hire: 05/04/2006 <u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate	
Staff # 7	Not Met
<u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate	
Staff # 8	Not Met
Date of Hire: 10/14/1999 <u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate	
Staff # 9	Met
Date of Hire: 08/28/2017	
Staff # 10	Not Met
Date of Hire: 04/19/1999 <u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate	
Staff # 11	Not Met
Date of Hire: 01/07/2015 <u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 12	Not Met
Date of Hire: 02/01/2018 <u>"Missing/Incomplete Components"</u> .33(2)-Health & Safety Certificate	
Staff # 13	Not Met
Date of Hire: 02/15/2016 <u>"Missing/Incomplete Components"</u>	

Records Reviewed: 20**Records with Missing/Incomplete Components: 18**

.33(2)-Health & Safety Certificate

Staff # 14

Met

Date of Hire: 08/07/2017

Staff # 15

Not Met

Date of Hire: 09/22/2015

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 16

Not Met

Date of Hire: 06/22/2011

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 17

Not Met

Date of Hire: 02/19/2013

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 18

Not Met

Date of Hire: 05/21/2012

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 19

Not Met

Date of Hire: 04/23/2001

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 20

Not Met

Date of Hire: 08/26/2015

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(2)-Health & Safety Certificate

Staff Credentials Reviewed: 20

591-1-1-.09 Criminal Records Check(CR)

Met

Correction Deadline: 3/2/2017

Corrected on 9/1/2017

.09(1)(e) - Consultant observed previous citation to be corrected in that consultant saw satisfactory Fingerprint Records Check Determination complete for all staff.

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

Met

Comment

Observed-50% Certified First Aid & CPR

591-1-1-.33 Staff Training**Not Met****Correction Deadline: 3/3/2017****Corrected on 9/1/2017**

.33(1)(a)-(l) - Consultant observed previous citation to be corrected in that consultant saw documentation of orientation completed for all staff.

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on Consultant's review of records that all staff did not complete the required Health and Safety Training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 10/1/2017**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on Consultant's observations that an employee with a hire date of August 23, 2016 did not complete the required 10 clock hours of training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 10/1/2017**591-1-1-.31 Staff(CR)****Met****Comment**

Lead staff education requirements discussed with Director.

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff