



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: 9/11/2018 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 4:20 PM

CCLC-879

Ashford Academy

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Regional Consultant

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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.
09/11/2018	Licensing Study	Good Standing	
03/20/2018	Complaint Closure	Good Standing	
03/13/2018	Complaint Investigation Follow Up	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	A 1R	Infants and One Year Olds	2	10	C	16	C	NA	NA	Diapering, Nap, Feeding
Main	B 2R	One Year Olds	3	21	NC	16	NC	NA	NA	Lunch
Main	C 3R	Three Year Olds and Four Year Olds	2	23	NC	22	NC	NA	NA	Circle Time
Main	D Middle Back	Two Year Olds	3	23	NC	21	NC	NA	NA	Lunch, Transitioning
Main	E Left Rear	PreK	3	22	NC	20	NC	NA	NA	Centers
Main	F Middle(Cafeteria School age)	Two Year Olds and Three Year Olds	3	26	NC	17	NC	NA	NA	Lunch
Main	G Well Area		0	0	C	14	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Insufficient Toilets/Sinks				
Total # Children this Date: 125			Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on March 13, 2018. The consultant left a posted notices list and documentation of orientation resources on this date.

The consultant discussed with the director the upcoming changes to the background check requirements effective October 1, 2018.

The Director stated on this date that the Pre-K Program has a waiver to house 22 children in the Pre-K Classroom, Room E Left Rear. Room E is licensed for 20 children. The consultant will research the waiver form on this date. The consultant also left a copy of a variance/waiver form on this date.

Plan of Improvement: Developed This Date 09/11/2018

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

Natasha Hashim, Program Official

Date

Chrische Walker, 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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please ensure that a current lesson plan is posted in Classroom C.

Correction Deadline: 9/11/2018

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

Not Met

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on the consultant's observation that a tear was present on the blue side material on the roof of the wooden climbing equipment on the right side of the preschool playground.

POI (Plan of Improvement)

The Center will ensure that equipment is in good repair.

Correction Deadline: 9/11/2018

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 5	Met

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that three children's enrollment forms did not have both of the parents work number and or work telephone numbers.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 9/11/2018**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR)**Not Met****Technical Assistance**

591-1-1-.19(1) - The director stated that the Pre-K Classroom in Room E has a waiver for 22 children to occupy the space, in which it is licensed for 20 children. The director stated that a documentation was recently showed to a consultant at a recent visit. The consultant discussed with the director that the Department will research the waiver form for the Pre-K Classroom in Room E Left Rear.

Correction Deadline: 9/11/2018

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the consultant's observation that four rooms did not meet the required licensed capacity space for the children in Room B, Room C, Room D, and in the Cafeteria. The consultant observed 21 children in Classroom B that is licensed for 16 children, 23 children in Classroom C that is licensed for 22, 23 children in Classroom D that is licensed for 21, and 26 children in the Cafeteria that is licensed for 17 children.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 9/25/2018

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 the consultant's observation that paint was peeled off of the lower bathroom wall on the left side of the toilet in Room C, in which is needed to be repaired.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 9/30/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on the consultant's observation that two inches of resilient surface was observed near the yellow slide and beneath the swing set on the right side preschool playground. Six inches is required to be maintained.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 9/21/2018

Technical Assistance

591-1-1-.26(9) - Please monitor the wear and tear of all climbing equipment and on the right side of the preschool playground. Also, please monitor the black mats near the yellow and blue slide on the right side of the preschool playground for a potential tripping hazard.

Correction Deadline: 9/11/2018

Food Service

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

Great job ensuring that bottles are covered and fully labeled with child's name on it on Room A.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized. The consultant discussed monitoring the temperatures in the refrigerator to be 40 degrees or below.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed in Room A.

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

Met

Comment

Proper hand washing observed 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

Technical Assistance

Technical Assistance

591-1-1-.21(3) - Please ensure to conduct a lockdown drill every six months.

Correction Deadline: 9/16/2018

591-1-1-.27 Posted Notices

Met

Comment

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting

Met

Comment

Discussed the new online required reporting requirements.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)

Met

Comment

Field trip documentation observed to be complete for summer 2018 field trips. Great job!

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

Not Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed for after school transportation for vehicles with the tag numbers PZA1088 and PAK4266. Great job!

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that the director and two drivers did not complete a current transportation training.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training. The consultant reminded the director that any persons and the director will need to complete the training every two years.

Correction Deadline: 9/21/2018

Technical Assistance

591-1-1-.36(4)(b) - Please ensure that the exposed foam on the back left corner of the first right maroon seat behind the driver's seat on the vehicle with the tag number PAK4266 is covered.

Correction Deadline: 9/12/2018

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on the consultant's observation that a clip string was attached to a sleeping infant's pacifier in Room A.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 9/11/2018

Staff Records**Records Reviewed: 24****Records with Missing/Incomplete Components: 9**

Staff # 1

Not Met

Date of Hire: 02/18/2010

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Met
Date of Hire: 02/15/2017

Staff # 3 Met
Date of Hire: 07/09/2018

Staff # 4 Not Met
Date of Hire: 05/16/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5 Met
Date of Hire: 11/07/2017

Staff # 6 Not Met
Date of Hire: 05/04/2006

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7 Met
Date of Hire: 07/29/2018

Staff # 8 Met
Date of Hire: 08/06/2018

Staff # 9 Met
Date of Hire: 10/14/1999

Staff # 10 Met
Date of Hire: 01/12/2018

Staff # 11 Not Met
Date of Hire: 04/19/1999

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 12 Met
Date of Hire: 03/01/2017

Staff # 13 Not Met
Date of Hire: 01/07/2015

"Missing/Incomplete Components"

Records Reviewed: 24**Records with Missing/Incomplete Components: 9**

.33(5)-10 Hrs. Annual Training

Staff # 14	Met
Date of Hire: 07/25/2018	
Staff # 15	Met
Date of Hire: 02/01/2018	
Staff # 16	Met
Date of Hire: 01/22/2018	
Staff # 17	Met
Date of Hire: 02/15/2016	
Staff # 18	Met
Date of Hire: 08/07/2017	
Staff # 19	Met
Date of Hire: 01/09/2018	
Staff # 20	Not Met
Date of Hire: 09/22/2015	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 21	Not Met
Date of Hire: 06/22/2011	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 22	Not Met
Date of Hire: 04/23/2001	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 23	Met
Date of Hire: 08/01/2018	
Staff # 24	Not Met
Date of Hire: 08/26/2015	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

Staff Credentials Reviewed: 24

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Director provided seven files for employees hired since last visit.

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

Complete first aid kits observed in center and on vehicles. Please secure first aid kit lid on the vehicle with the tag number PZA1088.

Comment

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training**Not Met****Technical Assistance**

591-1-1-.33 - Please ensure completed orientation checklists are documented and signed for all staff members.

Comment

Discussed staff training. Please obtain required documentation for each year. The consultant discussed with the director on organizing yearly staff training.

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 a review of records that one staff member hired on May 16, 2018, did not complete the health and safety course within 90 days.

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: 10/11/2018**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Comment

591-1-1-.33(5) Please remember that the Director and any persons with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 10/11/2018**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that the director and five staff members did not complete ten required training hours for the 2017 calendar year.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2018

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Technical Assistance

591-1-1-.31(2)(c) - Please ensure to maintain a copy and/or written verification of the credential or degree awarded to the director and the lead teacher. It is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request.

Correction Deadline: 9/11/2018

Staffing and Supervision**Comment**

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 3/13/2018

Corrected on 9/11/2018

.32(1) - The previous citation has been corrected on this date. The consultant observed the first right classroom to have a ratio of 2:10, infants and one-year-olds.

Comment

Adequate supervision observed on this date.