



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: 1/16/2019 **VisitType:** Monitoring Visit **Arrival:** 1:05 PM **Departure:** 5:15 PM

CCLC-879

Ashford Academy

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Regional Consultant

Chrische Walker

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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.
01/16/2019	Monitoring Visit	Good Standing	
09/11/2018	Licensing Study	Good Standing	
03/20/2018	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	A 1R	Infants and One Year Olds	3	11	C	16	C	NA	NA	Feeding,Floor Play,Nap
Main	B 2R	Two Year Olds	2	14	C	16	C	NA	NA	Transitioning,Snack
Main	C 3R	Three Year Olds	1	18	C	22	C	NA	NA	Nap
Main	D Middle Back	Two Year Olds	2	22	NC	21	NC	NA	NA	Diapering,Nap
Main	E Left Rear	PreK	2	19	C	20	C	NA	NA	Nap
Main	F Middle(Cafeteria School age)	Four Year Olds	1	11	C	17	C	NA	NA	Nap
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: 95			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 Monitoring Visit and to follow up from the previous visit on September 11, 2018. The consultant left a Background Check Determination Letter Procedure for the Director and the Comprehensive Background Check Benefit Frequently Asked Questions resources on this date.

Plan of Improvement: Developed This Date 01/16/2019

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/RuleAndRegulations.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.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.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Natasha Hashim, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 1/16/2019 **VisitType:** Monitoring Visit

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Correction Deadline: 9/11/2018

Corrected on 1/16/2019

.12(2) - The previous citation has been corrected on this date. The consultant observed the tear to be repaired on the top roof of the wooden climbing equipment on the right side preschool playground.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Correction Deadline: 9/11/2018

Corrected on 1/16/2019

.08(1) - The previous citation has been corrected on this date. The consultant observed the three children's enrollment forms to have both parents work information.

Facility

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

Not Met

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 one room did not meet the required licensed capacity space for the children in Room D. The consultant observed 22 children in Room D that is licensed for 21 children.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity. The consultant observed Room B, Room C, and the Cafeteria to have the required number of children to occupy the licensed space.

Correction Deadline: 1/29/2019

Recited on 1/16/2019

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

No hazards observed accessible to children on this date.

Correction Deadline: 9/30/2018

Corrected on 1/16/2019

.25(3) - The previous citation has been corrected on this date. The consultant observed the peeled off paint in the lower bathroom wall on the left side of the toilet to be repaired in Room C.

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, blue 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: 1/29/2019

Recited on 1/16/2019

Health and Hygiene

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

Proper diapering procedures observed in Room D.

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.

Safety

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

Age-appropriate discussion and/or redirection observed.

Comment

A current and completed inspection was observed for vehicle with the tag numbers PZA1088 and PAK4266 used in transporting children this date.

Correction Deadline: 9/21/2018

Corrected on 1/16/2019

.36(3)(a-b) - The previous citation has been corrected on this date. The consultant observed the director and two drivers to have completed a current transportation training.

Sleeping & Resting Equipment

Technical Assistance

591-1-1-.30(1)(b) - Please monitor the mats for wear and tear in Room C.

Correction Deadline: 1/16/2019

Correction Deadline: 9/11/2018

Corrected on 1/16/2019

.30(2) - The previous citation has been corrected on this date. The consultant did not observe any items attached to the children's pacifier in Room A.

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 02/18/2010	
Staff # 2	Met
Date of Hire: 02/15/2017	
Staff # 3	Met
Date of Hire: 07/09/2018	
Staff # 4	Met
Date of Hire: 05/16/2018	
Staff # 5	Met
Date of Hire: 05/04/2006	
Staff # 6	Met
Date of Hire: 07/29/2018	
Staff # 7	Not Met
Date of Hire: 01/16/2018	

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Records Reviewed: 21**Records with Missing/Incomplete Components: 2**

Staff # 8 Date of Hire: 01/12/2018	Met
Staff # 9 Date of Hire: 04/19/1999	Met
Staff # 10 Date of Hire: 01/16/2019	Not Met
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	
Staff # 11 Date of Hire: 03/01/2017	Met
Staff # 12 Date of Hire: 01/07/2015	Met
Staff # 13 Date of Hire: 07/25/2018	Met
Staff # 14 Date of Hire: 02/01/2018	Met
Staff # 15 Date of Hire: 01/22/2018	Met
Staff # 16 Date of Hire: 08/07/2017	Met
Staff # 17 Date of Hire: 09/22/2015	Met
Staff # 18 Date of Hire: 06/22/2011	Met
Staff # 19 Date of Hire: 02/19/2013	Met
Staff # 20 Date of Hire: 10/30/2018	Met
Staff # 21 Date of Hire: 04/23/2001	Met

Staff Credentials Reviewed: 21

Comment

Director provided two files for employees hired since last visit. The consultant discussed the portability requirements for all staff members and discussed the new background check requirements that was effective on October 1, 2018 for all employees present at the facility.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that two employees did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

Correction Deadline: 1/16/2019

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that two employees were present without a valid and current satisfactory Comprehensive Records Check Determination on file. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 1/16/2019

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

Discussed staff training. Please obtain required documentation.

Correction Deadline: 10/11/2018

Corrected on 1/16/2019

.33(3) - The previous citation has been corrected on this date. The consultant observed that staff member to complete the health and safety orientation class.

Comment

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

Correction Deadline: 12/31/2018

Corrected on 1/16/2019

.33(6) - The consultant observed the five staff members to have completed the ten required training hours for the 2018 calendar year.

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

Comment

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

Staffing and Supervision

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

Discussed naptime ratios in Room C.

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

Adequate supervision observed on this date.