



**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:** 10/19/2017 **VisitType:** Licensing Study

**Arrival:** 11:35 AM

**Departure:** 2:30 PM

**CCLC-933**

**Due West Academy**

3797 Due West Rd. Marietta, GA 30064 Cobb County  
 (770) 590-0364 kadie@duewestacademy.com

**Regional Consultant**

Alison Benson

Phone: (866) 369-6921

Fax: (866) 370-1204

alison.benson@dec.al.ga.gov

**Mailing Address**

Same

<b>Compliance Zone Designation</b>			<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.
10/19/2017	Licensing Study	Good Standing	
01/24/2017	Monitoring Visit	Good Standing	
08/17/2016	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
Main	1 Left	PreK	2	19	C	31	C	NA	NA	Nap
Main	2 Left	Three Year Olds	1	9	C	14	C	NA	NA	Nap
Main	3 Left	Two Year Olds	1	3	C	29	C	NA	NA	Nap
Main	Back Center Room	One Year Olds	2	7	C	25	C	NA	NA	Nap,TV
Main	Back Right Pre K	PreK	2	15	C	38	C	NA	NA	Clean Up,Music
Main	Center Room	Infants	1	2	C	21	C	NA	NA	Feeding
Main	Multi Purpose Room		0	0	C	29	C	NA	NA	Not In Use
Main	The Village	Three Year Olds and Four Year Olds	1	9	C	30	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 217						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 64						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left	21	C
Main	Left Rear	57	C
Main	Right side	24	C

**Comments**

Fingerprint letters observed for twenty staff members.

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).



**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](http://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.

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**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.ga.gov](mailto:CCSRefutations@dec.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.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.

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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)

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Kadie Link, Program Official

Date

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Alison Benson, 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)**

**N/A**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Observed-Records Complete/Well Organized

### Facility

<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed Capacity Routinely Met

<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Technical Assistance</b>
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**Technical Assistance**

591-1-1-.25 - Reminder-Keep Hazards Inaccessible.

<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Technical Assistance</b>
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**Technical Assistance**

591-1-1-.26 - Discussed-Fluff/Redistribute Surface.

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff Stated Proper Knowledge

<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Observed-Proper Hand Washing.

<b>591-1-1-.20 Medications(CR)</b>	<b>N/A</b>
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**Comment**

Per director, no medication is being dispensed at this time.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Per documentation, the center is conducting emergency drills per policy.

**Correction Deadline: 10/24/2017**

<b>Safety</b>
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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Observed-Discussion/Redirection

<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

Observed-Complete Documentation

<b>591-1-1-.36 Transportation(CR)</b>	<b>N/A</b>
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**Comment**

Per director, no routine transportation provided.

<b>Sleeping &amp; Resting Equipment</b>
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**Comment**

Observed-Pleasant Naptime Environment

**Staff Records****Records Reviewed: 20****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 09/30/2011	
Staff # 2	Met
Date of Hire: 08/12/2006	
Staff # 3	Met
Date of Hire: 02/19/2007	
Staff # 4	Met
Date of Hire: 08/07/2006	
Staff # 5	Met
Date of Hire: 10/03/2016	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 01/19/2016	
Staff # 8	Met
Date of Hire: 01/05/2017	
Staff # 9	Met
Date of Hire: 03/19/2014	
Staff # 10	Met
Date of Hire: 09/30/2011	
Staff # 11	Met
Date of Hire: 06/27/2012	
Staff # 12	Met
Date of Hire: 05/11/2015	
Staff # 13	Met
Date of Hire: 07/24/2012	
Staff # 14	Met
Date of Hire: 07/30/2014	

**Records Reviewed: 20**

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

Staff # 15	Met
Staff # 16	Met
Date of Hire: 05/20/2016	
Staff # 17	Met
Date of Hire: 09/02/2011	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 01/17/2017	
Staff # 20	Met
Date of Hire: 08/25/2008	

**Staff Credentials Reviewed: 20**

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

**Comment**

Criminal Records Check complete

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

**Comment**

Observed-50% Certified First Aid & CPR

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

**Comment**

Observed - Documentation Of Training

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

**Comment**

Lead staff education requirements were observed to have been met.

**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-Adequate Supervision