



**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

**Cover Sheet**

**Date:** 4/21/2022 **VisitType:** Licensing Study

**Arrival:** 10:15 AM

**Departure:** 12:30 PM

**CCLC-38373**

**Buford Children's Academy**

4440 Commerce Drive Buford, GA 30518 Gwinnett County  
 (678) 765-7870 bufordchildrensacademy@gmail.com

**Regional Consultant**

Margarita Collier

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margarita.collier@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<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.
04/21/2022	Licensing Study	Good Standing	
12/17/2021	Monitoring Visit	Good Standing	
03/11/2021	Monitoring Visit	Good Standing	

  

<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.

**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	Three Year Olds	2	15	C	20	C	NA	NA	Art
Main	B - 2R	Five Year Olds and GA PreK	2	15	C	18	C	NA	NA	Transitioning, Music
Main	C - 3R		0	0	C	23	C	NA	NA	
Main	D - 4R		0	0	C	21	C	NA	NA	
Main	E - Rear		0	0	C	26	C	NA	NA	
Main	F - 3L	Two Year Olds	1	3	C	14	C	NA	NA	Lunch
Main	G - 2L	One Year Olds	2	3	C	14	C	NA	NA	Lunch
Main	H - 1L	Infants and One Year Olds	2	4	C	14	C	NA	NA	Free Play, Floor Play

Total Capacity @35 sq. ft.: 150

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 40

Total Capacity @35 sq. ft.: 150

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Left	24	C
Main	B - Middle	169	C
Main	C - Right	66	C

**Comments**

The purpose of this visit was to complete a licensing study visit and to follow-up on the previous visit conducted on December 17, 2021. An in-person visit was completed on April 21, 2022. An administrative review was completed on April 27, 2022. Staff criminal record checks and training were reviewed.

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



**Important Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

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Vanessa Persaud, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 4/21/2022    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 12:30 PM

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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**

A variety of equipment and toys were observed throughout the center.

**Comment**

Consultant discussed monitoring toys and equipment for normal wear and tear and rotating toys to support the procedures of daily disinfecting.

**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 observation that cracks were observed throughout a plastic gray container storing bowling pins creating a potential pinching hazard located on the front-left side of classroom E-Rear.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 4/21/2022**

**Finding**

591-1-1-.12(3) requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was determined based on observation that three white tables were turned over on their sides exposing the legs and creating a potential collision hazard located on the front-left side of classroom E-Rear.

**POI (Plan of Improvement)**

Center staff will re-position the identified equipment and/or furniture and the director will view each classroom to verify appropriate make changes, as needed, and have a system to monitor these items.

**Correction Deadline: 4/21/2022**

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

Met

**Comment**

Center does not provide swimming activities.

## Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

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

### 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 review of records that three of five children's files did not have documentation of the parents' work telephone number, one of five children's files did not have documentation of the emergency contact person's name and telephone number, and one of five children's files did not have documentation of the release to persons' address.

#### 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: 4/28/2022

Facility

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

Met

#### Comment

Licensed capacity observed to be routinely met by center.

**Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children.

**Finding**

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined based on observation that vines were observed to grow throughout the back-right side of the fence surrounding playground C-Right.

**POI (Plan of Improvement)**

The harmful item will be removed.

**Correction Deadline: 4/21/2022**

**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 observation that the following areas were not free of debris and in need of repair:

- Classroom A-1R - Uncovered protruding screws were observed on each side of the two toilets located in the restroom on the front-right side of the classroom.
- Classroom B-2R - An uncovered restroom drain was observed in the first-right restroom creating a potential entrapment hazard. Uncovered protruding screws were observed on the left side of the toilet located in the second-right restroom.
- Classroom C-3R - An inoperable toilet, uncovered protruding screws, and chipped paint on the entry door were observed in the first front-right restroom. An inoperable toilet and chipped paint on the entry door were observed in the second front-right restroom. Dead insects were observed throughout the white children's cubbies located on the back-left side of the classroom. The front-right sinks were observed to be inoperable located on the front-right side of the classroom.
- Classroom F-3L - The first-right toilet was observed to be inoperable in the first-right restroom located on the front-right side of the classroom.
- Classroom D-4R - An inoperable toilet was observed in the first-right restroom and uncovered protruding screws were observed on both sides of the second-right toilet. Dead insects and spider webs were observed throughout the counters and entrance of the classroom.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/21/2022**

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

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following playground equipment posed a significant safety hazard to the children:

- Playground A-Left - The red, yellow, white, and blue playhouse was broken on the top side and on the right side creating a potential pinching hazard. The green wooden poles connected to the wooden yellow canopy was observed to contain chipped paint and the yellow wooden canopy was observed to be drooping down from the canopy.
- Playground B-Middle - The white and blue toy bin contained broken toys and trash located on the front-left side of the playground and a red tricycle contained chipped paint and a purple and gray riding toy was observed to be missing the seat base located on the front-right side of the playground. Chipped paint was observed throughout the green and yellow canopy and benches located on the back-left side of the playground.
- Playground C-Right - The green and yellow wooden canopy contained rotting wood and chipped paint located on the front-right side of the playground. A red and black tricycle was observed to contain chipped paint.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 5/1/2022**

**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 observation approximately one-inch of resilient surface was observed surrounding the fall zones of the red, green and yellow swing set located on the back-right side of playground B-Middle. Further observation revealed that approximately one-inch of resilient surface was observed surrounding the fall zones of the of the wooden swing structure located on the front-left side of playground C-Right.

**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: 5/1/2022**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation the following hazardous items were observed on the following playground areas:

- Playground A-Left - Three active ant mounds were observed throughout the grounds of the playground area.
- Playground B-Middle - Thirteen (13) ant mounds, exposed tree roots, a broken tree branch, pine cones, sweet gum balls, acorns, and leaves were observed throughout the grounds of the playground area. A broken drainage pipe was located on the front-right side creating a potential tripping hazard.
- Playground C-Right - Five active ant mounds were observed on the back-left side of the playground.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 4/21/2022**

**Food Service**

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

**Technical Assistance**

**Technical Assistance**

Please ensure that bottles are covered and fully labeled with child's full name.

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

**Technical Assistance**

**Technical Assistance**

Please ensure that all food items are stored in airtight containers.

**Health and Hygiene**

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

**Not Met**

**Comment**

Staff state proper knowledge of diapering procedures.

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the diaper changing pad located on the back-right side of classroom H-1L was observed to be torn with exposed foam.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 4/21/2022**

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

Staff stated the proper handwashing procedures for children and staff members.

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

The Provider currently does not dispense/administer medication.

**Policies and Procedures**
**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

**Safety**
**591-1-1-.05 Animals****Met****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**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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

Consultant discussed monitoring cribs and mats for normal wear and tear with the director.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.



## Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 6

Staff # 1 Date of Hire: 03/22/2016	Met
Staff # 2 Date of Hire: 08/20/2020	Met
Staff # 3 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 4 Date of Hire: 12/06/2021	Met
Staff # 5 Date of Hire: 08/01/2017 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing	Not Met
Staff # 6 Date of Hire: 09/06/2016	Met
Staff # 7 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 8 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 9 Date of Hire: 10/28/2021 <u>"Missing/Incomplete Components"</u> .14(2)-First Aid Missing	Not Met
Staff # 10 Date of Hire: 03/21/2022 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 11 Date of Hire: 03/07/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

Staff # 12

Met

Date of Hire: 06/24/2021

**Staff Credentials Reviewed: 3****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

The director provided three files for staff members hired since the previous visit was conducted on December 17, 2021. The consultant observed three of three newly hired staff members to have evidence of a satisfactory comprehensive determination letter on file.

**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 review of records that staff member #12, date of hire June 24, 2021, did not have evidence of a satisfactory comprehensive determination letter on file prior to rendering services to children. Staff member #12 was observed to be hired on June 24, 2021, but received a satisfactory comprehensive determination letter on June 25, 2021.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

**Correction Deadline: 4/21/2022****591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that approximately four staff members were observed to have evidence of both first aid and CPR training on file when the center was required to have approximately six staff members certified in both first aid and CPR training.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 5/21/2022**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that staff member #3, date of hire October 25, 2021, staff member #5, date of hire August 1, 2017, staff member #8, date of hire October 19, 2015, and staff member #10, date of hire March 21, 2022, completed an online CPR training class. Further review of records revealed that staff member #9, date of hire October 28, 2021, completed a basic life support certification that did not include first aid training.

**POI (Plan of Improvement)**

The Center will ensure that all required staff members complete a in-person and/or hybrid (online and in-person) CPR training course and staff member #9 completes the required first aid training course.

**Correction Deadline: 5/21/2022**

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Not Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on review of records that the center did not have evidence of a professional development plan on file for staff member #5, date of hire August 1, 2017.

**POI (Plan of Improvement)**

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

**Correction Deadline: 4/21/2022**

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**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.