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: 6/10/2026 **VisitType:** Licensing Study **Arrival:** 9:35 AM **Departure:** 3:55 PM

CCLC-51385
The Norman Academy
295 North McDonald Street Ludowici, GA 31316 Long County
(912) 256-2177

Regional Consultant
Connie Boatright
Phone: (912) 544-9700
Fax: Connie Boatright
connie.boatright@decal.ga.gov
Joint with: Emily Patterson

Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
06/10/2026	Licensing Study	Good Standing
11/03/2025	Monitoring Visit	Good Standing
03/25/2025	Licensing Study	Good Standing

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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Building Two	A		0	0	C	16	C	NA	NA	Not In Use
Building Two	B		0	0	C	18	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 34			Total Capacity @25 sq. ft.: 0					
Main	A	One Year Olds and Three Year Olds and Four Year Olds	2	9	C	14	C	NA	NA	Free Play,Transitioning,Nap,Lunch,Outside
Main	B		0	0	C	16	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 30			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 9		Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	60	C
Main	B- garden	3	C
Main	C- toddler	10	C

Enrolled Children

Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
0	1	0	7	1	0	0

Comments
The Consultant discussed the Licensing Study with the provider and emailed a copy via DocuSign.

Plan of Improvement: Developed This Date

CCLC Indicator Manual

For additional information regarding any licensing topics discussed during this visit, please consult the Rules and Regulations Indicator Manual. This manual provides comprehensive clarification of each rule, including evaluation indicators, related best practices, and relevant considerations to support your program's continued and sustained compliance.

To access the Indicator Manual, please scan the QR code below or visit our website at https://www.decal.ga.gov/CCS/RulesAndRegulations.aspx.

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.decal.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), do the following:

1) Log into DECAL KOALA 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)

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@decal.ga.gov for more information. Free technical assistance is available!

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Summary Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities **Not Met**

Finding
591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that there were no lesson plans posted in the Main A and Main B classrooms as required.

POI (Plan of Improvement)
The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 6/29/2026

Recited on 6/10/2026

591-1-1-.12 Equipment & Toys(CR) **Not Met**

Finding
591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that the white shelf near the entry door in classroom A of the main building was not tightly secured and come lose from the wall posing a risk from being pushed or pulled over on the 1-year-old children.

POI (Plan of Improvement)
The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 6/29/2026

Recited on 6/10/2026

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 6 **Records with Missing/Incomplete Components: 2**

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers

Child # 6 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that Child # 3 did not have documentation on file including name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child's participation in the program. Additionally, Child #6 did not have documentation on file including a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child's participation in the program.

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: 6/29/2026

Finding
591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of records that Child #3 did not have documentation on file to include parental authorizations, including written authorization for the Center to obtain emergency medical care for the child when the Parent is not available as required.

POI (Plan of Improvement)
The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 6/29/2026

Facility

591-1-1-.06 Bathrooms **Not Met**

Finding
591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation that the toilet in the left bathroom in the Main building between classrooms A and B had not been flushed and there were soiled paper towels on the floor.

POI (Plan of Improvement)
The Center will develop and implement a plan to ensure that bathrooms are cleaned and disinfected daily and that this is monitored daily.

Correction Deadline: 6/10/2026

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

Comment
Licensed capacity observed to be routinely met by center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Finding
591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that the flooring in the right corner in Main building Classroom B was patched with green carpet and peeling duct tape. Additionally, the flooring in Main building Classroom A had peeling tape causing an accumulation of dirt located by the back door leading to the playground.

POI (Plan of Improvement)
Floors will be maintained to be safe and sanitary.

Correction Deadline: 7/10/2026

Finding
591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a bag of baby wipes and a bag of pull ups labeled "Keep out of reach of children" were located in the brown unlocked cabinet in the bathroom ii classroom A of the Main building.. Additionally, a plastic ziploc bag and a trash bag were located in the left bathroom between classrooms A and B in the mail building and accessible to the children.

POI (Plan of Improvement)
The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 6/29/2026

Recited on 6/10/2026

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 the windowsill in the in classroom B of the Main building had peeling tape exposing unfinished food. Additionally, the ceiling beam throughout the Main building in classroom A and B was not intact and pulling away from the ceiling in multiple areas.

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: 6/29/2026

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

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 hazards were observed on the main playground and accessible to the children:
- one pink and one red Little Tikes Coupe cars were missing the door
- two out of three picnic tables had cracks on the corner of the bench seats ranging from one to three inches
- a pile of dirt with a nine inch piece of concrete with jagged edges located beside the stairs leading to Building Two
- rusting and chipping paint on two metal pieces of equipment labeled "Caboose" and "TNA "
- wooden bridge is weathered and coming apart at the base of the railing

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: 6/29/2026

Recited on 6/10/2026

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 hazards were observed:
- five inch gap in the red picket fence between the Main A and Main C playground
- the black ramp located on the Main playground A was weathered and chipping paint
- one wood step located on the Main playground accessible from Main B classroom was weathered and lifting from the support frame
- empty cups, balloons, and broken limbs were observed throughout
- a loose board with exposed nail was located by the left side gate
- a broom leaning against the black ramp on the Main playground A
- one and a half inch hole in white under skirting of the Main building
- four inch gap in lattice on the steps on Building Two steps
- five and a half inch gap in lattice under black ramp located on the Main playground A

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: 6/29/2026

Recited on 6/10/2026

Food Service

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

Correction Deadline: 11/3/2025

Corrected on 6/10/2026
.15(2)(f) - The previous citation was corrected on this date.

Comment
591-1-1-.15(2)(f) - Discussed that food for infants or children less than one (1) year of age be cut into pieces one-quarter inch or smaller and food for toddlers shall be cut into pieces one-half inch or smaller to prevent choking

Correction Deadline: 6/10/2026

591-1-1-.18 Kitchen Operations **Not Met**

Finding
591-1-1-.18(1) requires that food be in sound condition, free from spoilage and contamination and safe for human consumption. Eggs, pork, pork products, poultry and fish shall be thoroughly cooked. All raw fruits and vegetables shall be washed thoroughly before being cooked or served. Foods not subject to further washing or cooking before serving shall be stored in such a manner as to be protected against contamination. Meats, poultry, fish, dairy products and processed foods shall have been inspected under an official regulatory program. Hot foods shall be maintained at a temperature of one hundred forty (140) degrees Fahrenheit or above except during serving. Food and drinks shall be prepared as close to serving time as possible to protect children and Personnel from food-borne illness. It was determined based on observation two gallons of milk had passed its labeled expiration date of June 2, 2025 and June June 9, 2025

POI (Plan of Improvement)
The Center will train Staff to ensure that food served is in sound condition and free from spoilage and contamination. The director or designated person will monitor the storage and preparation of food to ensure that it is safe for human consumption.

Correction Deadline: 6/10/2026

Finding
591-1-1-.18(9) requires cleaning materials to be stored separately from food. It was determined based on observation that a bag of potting soil was stored on the floor next to a can of carrots in the kitchen of the Main building. Additionally, a bottle of bug spray was stored on a counter used for food preparation.

POI (Plan of Improvement)
The Center will establish and maintain separate storage areas for food and cleaning materials.

Correction Deadline: 6/10/2026

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **Not Met**

Comment
Proper diapering procedures observed.

Finding
591-1-1-.10(6) requires Center Staff to keep any items which might harm a child out of a child's reach. It was determined based on observation that two boxes of gloves and one bag of wipes labeled "Keep out of Reach of Children" were stored on the changing table accessible to children.

POI (Plan of Improvement)
The Center will remove any harmful item and provide instruction to staff. that includes identification and storage of hazardous items and procedures for keeping classrooms and other children's areas free of hazards.

Correction Deadline: 6/10/2026

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

Comment
Proper hand washing observed throughout the center on this date.

591-1-1-.20 Medications(CR) **N/A**

Comment
The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding
591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. The Center could not provide documentation of drills for fire, tornado and other emergency situations for review as required.

POI (Plan of Improvement)
The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 6/29/2026

591-1-1-.27 Posted Notices **Not Met**

Finding
591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation the following notices were not posted:
- a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence
- names of persons responsible for the administration of the Center in the administrator's absence
-the dated current week's menu for meals and snacks
- emergency plans for severe weather, fire, and other emergency situations
- a statement requiring visitors to check in with Staff when entering the Center
- no smoking signs
- notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report

POI (Plan of Improvement)
The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 6/29/2026

591-1-1-.29 Required Reporting — **Met**

Comment
Discussed 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) — **N/A**

Comment
Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) — **N/A**

Comment
Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) — **Met**

Comment
Pleasant naptime environment observed.

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.

Comment
The provider stated that no infants are enrolled.

Staff Records

Records Reviewed: 2 — **Records with Missing/Incomplete Components: 1**

Staff # 2 — Not Met

Date of Hire: 09/22/2015

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) — **Met**

Comment
Criminal record checks were observed to be complete.

Comment
Director provided 1 file(s) for employees hired since last visit.

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

Comment
Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR(CR) — **Not Met**

Comment
Evidence observed of 100% of center Staff certified in First Aid and CPR containing emergency care for infants and children on this date.

Correction Deadline: 11/13/2025

Corrected on 6/10/2026
.14(1)(a) - The previous citation was observed to be corrected on this date.

Finding
591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation the following required items were missing: adhesive tape, antiseptic cleansing solution, triangular bandages, and protective eyewear. Additionally, the antibacterial ointment expired in 2025.

POI (Plan of Improvement)
Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 6/29/2026

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

Finding
591-1-1-.33(2)(a)-(n) requires the initial Center orientation to include the following subjects: a) the Center's policies and procedures; b) the portions of these rules dealing with the care, health and safety of children; c) the Staff person's assigned duties and responsibilities; d) reporting requirements for suspected cases of child abuse, neglect or deprivation; e) communicable diseases and serious injuries; f) emergency weather plans; g) the program's emergency preparedness plan; h) childhood injury control; i) the administration of medicine; j) reducing the risk of Sudden Unexpected Infant Death (SUID), which includes Sudden Infant Death Syndrome (SIDS); k) hand washing; l) fire safety; m) water safety; and n) prevention of HIV/AIDS and blood borne pathogens. It was determined based on a review of records Staff #2 did not have evidence of the initial Center orientation.

POI (Plan of Improvement)
The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 6/29/2026

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

Comment
Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Comment
Center observed to maintain appropriate staff:child ratios.

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

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