



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: 12/12/2024 **VisitType:** Licensing Study

Arrival: 7:30 AM **Departure:** 12:00 PM

CCLC-35885

Seven Branches Academy

180 Mullinax Rd Alpharetta, GA 30004 Forsyth County
(770) 475-1307 joyce@seven-branches.com

Regional Consultant

Amanda Schofield

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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.
12/12/2024	Licensing Study	Good Standing	
09/19/2024	Incident Investigation & Follow Up	Good Standing	
09/19/2024	Incident Investigation 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	1A- 2nd Left Front	Two Year Olds	1	5	C	21	C	NA	NA	Free Play
Main	1B - 2nd Left back	One Year Olds	2	4	C	19	C	NA	NA	Transitioning, Free Play
Main	1st Left	Two Year Olds and Three Year Olds	2	7	C	21	C	NA	NA	Breakfast, Transitioning
Main	1st Right	Infants and One Year Olds	3	5	C	16	C	NA	NA	Transitioning, Floor Play
Main	2nd Right		0	0	C	20	C	NA	NA	
Main	3rd Right		0	0	C	18	C	NA	NA	
Main	Pre-k	Four Year Olds	2	1	C	20	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 130			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Health Department Limitations				
Total # Children this Date: 22			Total Capacity @35 sq. ft.: 130			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Garden	21	C

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
11	17	24	21	15	7	11

Comments

The purpose of this visit was to conduct a Licensing Study. Staff files, children files, and criminal records checks were reviewed.

Plan of Improvement: Developed This Date 12/12/2024

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), 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@dec.al.ga.gov for more information. Free technical assistance is available!



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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

Met

Correction Deadline: 9/19/2024

Corrected on 12/12/2024

.03(9) - The previous citation was observed to be corrected. Consultant observed children and staff engaging in age-appropriate activities on this date.

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

Met

Comment

Consultant observed a variety of equipment and toys were throughout the center.

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

N/A

Comment

Per director the center does not provide swimming activities.

Children's Records

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

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

Met

Comment

Licensed capacity observed to be routinely met by center.

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

Met

Comment

Consultant observed the center clean and well maintained.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Playground observed to be clean and in good repair.

Comment

Please monitor the playground area for the following hazardous items:

- Hanging or loose tree branches
- Secure playground toys and/or equipment
- Standing water in and/or around playground equipment and/or toys

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

Center menu meets USDA guidelines.

Comment

Consultant observed bottles covered and fully labeled with child's full name and date.

Comment

Consultant observed infant feeding forms updated and on file on this date.

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

Kitchen appears clean and well organized.

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

Consultant observed diaper changing procedures posted in diapering area on this date.

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 on this date.

Policies and Procedures**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements for communicable diseases. Consultant emailed a required reporting guide to director during visit.

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.

Comment

Field trip documentation observed to be complete.

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

Technical Assistance

Comment

Consultant observed complete transportation and vehicle emergency form on file on this date.

Comment

The consultant observed the following vehicles to have evidence of a current vehicle inspection report:

- Vehicle tag # PB8327 - Inspection conducted on September 16, 2024.

Technical Assistance

591-1-1-.36(3)(a-b) - Ensure to check transportation training documentation to ensure the training is current and has not expired. Transportation must be renewed every two years.

Correction Deadline: 12/22/2024

Sleeping & Resting Equipment

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

Met

Comment

Consultant observed cribs/cots labeled for individual use.

Comment

Staff stated knowledge of SIDS and infant sleeping position on this date.

Staff Records

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

Not Met

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit conducted on September 19, 2024.

Correction Deadline: 9/20/2024

Corrected on 12/12/2024

.09(1)(a) - The previous citation was observed to be corrected. Staff were observed to have satisfactory record check electronically on this date.

Correction Deadline: 9/20/2024

Corrected on 12/12/2024

.09(1)(d) - he previous citation was observed to b e corrected. Staff were observed to have satisfactory record check electronically on this date.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member # 11, date of hire November 5, 2024 had a valid and current satisfactory Comprehensive Records Check Determination on file that was within the 12 month portability period, but had not been electronically ported as required. Staff was observed present in the Pre-K classroom with one staff member with Comprehensive Record Checks and one child. The director ported the staff before the visit ended

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will [ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 CRC rules are maintained.

Correction Deadline: 12/12/2024

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.