



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: 4/3/2025 **VisitType:** Licensing Study

Arrival: 10:05 AM **Departure:** 2:15 PM

CCLC-39177
Shannon Academy
355 FREEMAN ROAD Forsyth, GA 31029 Monroe County
(478) 994-6639 tshannon12@yahoo.com

Lead Consultant
Rosalyn Elder
Phone: (404) 780-0868
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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.
04/03/2025	Licensing Study	Good Standing	
04/15/2024	POI Follow Up	Good Standing	
02/26/2024	Licensing Study	Support	

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: Entrance	Three Year Olds	1	7	C	10	C	15	C	Free Play
Main	B: Upper Front Left		0	0	C	6	C	9	C	Not In Use
Main	C: Upper Right (Off Kitchen)	Two Year Olds	1	2	C	4	C	NA	NA	Free Play
Main	D: Upper Back Left		0	0	C	3	C	NA	NA	Not In Use
			Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 31				
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 31				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	52	C

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

Comments

An in-person site visit was conducted on April 3rd, 2025 for the purposes of a licensing study. The child care program is in compliance with the licensing requirements.

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.decgal.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 user id 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@decgal.ga.gov for more information. Free technical assistance is available!



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(Findings Report)

Date: 4/3/2025 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

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 no lesson plans are provided in the two year old classroom. The lesson plans posted for the three and four year old main classroom are for ages four and five. Lead consultant discussed lesson plans should be provided for all the children and posted and dated accordingly.

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: 4/17/2025

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(2)-Immunization

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

Technical Assistance

Technical Assistance

591-1-1-.08(2) - The consultant discussed with the Provider the children's files are incomplete. After reviewing five children's files, one was missing the immunization record.

Correction Deadline: 4/13/2025

Facility

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

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)

Technical Assistance

Comment

Center appears clean and well maintained.

Technical Assistance

591-1-1-.25(11) - The lead consultant discussed with the Director the importance of ensuring all cords are inaccessible to the children. It was determined by observation there were cords hanging around the computer located in the two year old upper right classroom located and in the three year old main classroom on a ledge. Also the camera system located in the three year old main classroom should be secured and anchored.

Correction Deadline: 5/3/2025

Technical Assistance

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, disposable wipes were found located in the two-year old bathroom, in the right hand drawer and on top of the cabinet and in a child's book bag in the three & four year old main classroom and were easily accessible to children.

Correction Deadline: 4/3/2025

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

Technical Assistance

Technical Assistance

591-1-1-.26(4) - The fencing pole near the steps on the right side of the playground is missing the cap and the current exposure is potentially hazardous.

Correction Deadline: 4/3/2025

Technical Assistance

591-1-1-.26(7) - Technical assistance provided regarding ensuring the two sliding board stations and play kitchenette should be secured and anchored . The play structures should be properly cleaned and sanitized on a regular basis.

Correction Deadline: 4/13/2025

Food Service

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

591-1-1-.18 Kitchen Operations

Not Met

Finding

591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents. It was determined by observation, food was not labeled with the expiration date in the refrigerator and freezer.

POI (Plan of Improvement)

The Center will designate an appropriate area for the storage of containers of food, will make available containers, lids, and covers, and will train Staff on proper storage and labeling.

Correction Deadline: 4/17/2025

Health and Hygiene

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

Records Reviewed: 4**Records with Missing/Incomplete Components: 2**

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

No diapered children are enrolled/

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures**Records Reviewed: 4****Records with Missing/Incomplete Components: 2**

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

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 by observation the following required notices were not posted: Consumer Product Safety, Menu, Center Designee, and No Smoking,

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 4/17/2025**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

Safety

Records Reviewed: 4**Records with Missing/Incomplete Components: 2**

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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)**Met****Comment**

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit however there were no goggles on this date.

Sleeping & Resting Equipment**Records Reviewed: 4****Records with Missing/Incomplete Components: 2**

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

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

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 4****Records with Missing/Incomplete Components: 2**

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****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 #4, hired March 31, 2025, identified as a teacher in the two-year old classroom, did not have a satisfactory Comprehensive Records Check Determination on file prior to being present at the Center.

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 [] to ensure CRC rules are maintained.

Correction Deadline: 4/8/2025**591-1-1-.09 Criminal Records Check(CR)****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

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

591-1-1-.33(2) - 591-1-1-.33(3) - Technical assistance was provided regarding the importance of completing the Employee Orientation for staff #4. The documentation was incomplete.

Correction Deadline: 4/4/2025

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records, staff #3 has not completed the health and safety training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 5/3/2025

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records, staff #3 did not complete the annual 10 hours of training.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 4/17/2025

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/31/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Finding

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined [through observation, there was a lack of direct supervision. Staff #4 in the two-year old upper right classroom, was not at arms length during the children's mealtime.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 4/3/2025