



**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:** 4/15/2025 **VisitType:** Licensing Study

**Arrival:** 9:50 AM **Departure:** 3:00 PM

**CCLC-63110**

**Ivybrook Academy**

1595 Buford Highway Cumming, GA 30041 Forsyth County  
(470) 705-0099 yaning.newell@ivybrookacademy.com

Lead Consultant

Dianne Clarke

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**Mailing Address**

Same

**Quality Rated:** No

| Compliance Zone Designation |                         |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|-------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04/15/2025                  | Licensing Study         | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 06/26/2024                  | Initial 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     | 1L-Three Year Old  | Five Year Olds                     | 1     | 5        | C    | 14         | C            | NA         | NA           | Snack                             |
| Main     | 1R-3 year old      | Two Year Olds and Three Year Olds  | 2     | 5        | C    | 12         | C            | NA         | NA           | Outside,Snack                     |
| Main     | 2L-Private Pre-K   | Four Year Olds and Five Year Olds  | 2     | 12       | C    | 16         | C            | NA         | NA           | Free Play,Outside                 |
| Main     | 2R-2 year old      |                                    | 0     | 0        | C    | 10         | C            | NA         | NA           | Not In Use                        |
| Main     | 3L-3 & 4 year olds | Three Year Olds and Four Year Olds | 2     | 9        | C    | 18         | C            | NA         | NA           | Transitioning,Circle Time,Outside |
| Main     | 3R-2 year old      | Three Year Olds and Four Year Olds | 2     | 9        | C    | 12         | C            | NA         | NA           | Outside,Art                       |

Total Capacity @35 sq. ft.: 82

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 40

Total Capacity @35 sq. ft.: 82

Total Capacity @25 sq. ft.: 0

| Building | Playground      | Playground Occupancy | Playground Compliance |
|----------|-----------------|----------------------|-----------------------|
| Main     | Main Playground | 47                   | C                     |

| <b>Enrolled Children</b> |                |                |                |                |                           |                          |
|--------------------------|----------------|----------------|----------------|----------------|---------------------------|--------------------------|
| <b>Under 1 years</b>     | <b>1 years</b> | <b>2 years</b> | <b>3 years</b> | <b>4 years</b> | <b>5 years (Prekonly)</b> | <b>5 years and older</b> |
| 0                        | 0              | 13             | 26             | 3              | 0                         | 11                       |

### **Comments**

Be sure to enter all temporary closures by 7 a.m. (vacation, emergencies, school closures, inclement weather, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one or more days. SAVE the report before exiting.

All amendments are required to be electronically submitted in DECAL KOALA effective 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Please ensure that the director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

**\*\*As of January 1, 2024, there is a free Transportation Training available on OLLI in Georgia PDS (GaPDS) as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 15 hours, for free as well (staff must complete all 15 hours for the course to be counted). PLEASE NOTE: If the Health & Safety Orientation Training date is outside of the previous 12 months, the training was not approved for 10 credit hours, or the training certificate is not documented in the employee's GaPDS account, the Staff person will be required to take this training again, within their first 90 days of employment at a new facility. Reminder: Health and Safety Orientation Training can only be taken once every five years.**

Talk about updated orientation checklist.

Indicator manual and utilizing it. FYI: As of October 1, 2024, for larger equipment please be sure to have the amount of equipment for the number of children enrolled (this include cribs, chairs, etc.)

Discussed regarding ensuring to complete rechecks for Criminal Records checks at least 90 days before the five-year expiration. Suggestion: Check monthly or sooner to ensure that staff's criminal records checks are not about to expire.

CPR and First Aid 45 days and 2 Hours of required Literacy training rule changes beginning on July 1, 2025.

Plan of Improvement: Developed This Date

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.

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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), 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.

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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)

#### **Important Quality Rated/CAPS Update:**

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 CAPS/ QR Provisional Status, allowing for scholarships while working toward an initial star rating. Provisional Status eligibility will be determined at the time of CAPS enrollment as part of the CAPS application process.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto: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-.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)**

**Met**

**Comment**

Center does not provide swimming activities.

**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)**

**Not Met**

**Technical Assistance**

591-1-1-.25(12) - Please ensure that the air purifiers are not accessible to the children in rooms where they have access.

**Correction Deadline: 4/15/2025**

**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 the following classroom had hazards accessible:

-1L: Staff's purse was observed to be accessible in the bathroom. Also, the bristles on the broom was observed to be facing downwards and accessible to the children.

-1R: Wipes package was accessible in a child's bag which reach keep out of reach of children. Also, the bristles on the broom was observed to be facing downwards and accessible to the children.

-2L: Staff's purse was observed to be accessible in the bathroom.

-2R: In an unlocked cabinet under the sink, where Lysol spray and wipes were accessible. Also, the bristles on the broom was observed to be facing downwards and accessible.

-3L: Staff's purse was observed to be accessible in the bathroom. Also, there was hand sanitizer hanging on a child's bag and eczema cream in a child's bag.

-3R: Staff's purse was observed to be accessible in the bathroom. Also, wipes package in a child's bag which read keep out of reach of children was accessible.

**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: 4/15/2025**

**Technical Assistance**

591-1-1-.25(8) - Please ensure that outlet strips are covered and out of reach at all times.

**Correction Deadline: 4/15/2025**

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

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the gate where the electrical box was located was observed to be four feet, eight inches high.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 5/15/2025**

**Technical Assistance**

591-1-1-.26(6) - Please ensure that equipment is checked regularly to ensure that there are no hazards on playground. Please ensure that material on the fence is in good repair at all times.

**Correction Deadline: 4/25/2025**

**Correction Deadline: 7/15/2024**

**Corrected on 4/15/2025**

**.26(9) - The previous citation was observed to be corrected in that the gutters had guards and the sidewalk was not uneven. Please ensure that the sidewalk is flushed with the grassy area at all times.**

**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 that there are not bushes growing on and through the fence.

**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: 4/25/2025**

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication since the last visit.

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**Policies and Procedures**

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**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. It was determined based on a review of records that the lock down drills were not observed to be completed within the required six month period and the fire drill was not completed for November 2024.

**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: 4/20/2025**

**Safety****591-1-1-.11 Discipline(CR)**

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

**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)**

Met

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

Met

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three files for employees hired since last visit.

**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.

**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 based on observation that in the 1R classroom staff were not observed to be seated and in arm's length during snack.

**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: 4/15/2025**