



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: 9/8/2021 **VisitType:** Licensing Study **Arrival:** 4:30 PM **Departure:** 5:45 PM

CCLC-49366

Happy Faces Academy

568 Peachtree Parkway, Suite 118 Cumming, GA 30041 Forsyth County
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Regional Consultant

Mandi Sloan

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Mailing Address

Same

Quality Rated: No

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.
09/08/2021	Licensing Study	Good Standing	
01/15/2021	Monitoring Visit	Good Standing	
08/25/2020	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	A/3mths-18mth (Jelly Beans)	Infants and One Year Olds	2	9	C	14	C	NA	NA	Floor Play,Nap,Diapering
Main	B/18mths - 30 mths (Busy Bees)	Four Year Olds	2	9	C	16	C	NA	NA	Nap
Main	C/2 year olds(Little Explorers)	Two Year Olds	1	6	C	11	C	NA	NA	Floor Play
Main	D/3 and up (Curious Minds)	Three Year Olds	2	14	C	14	C	NA	NA	Transitioning,Nap
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Building Department			
Pre-Kindergarten	F/ Pre-Kindergarten	GA PreK	1	1	C	20	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 22						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Building Department			
Total # Children this Date: 39						Total Capacity @35 sq. ft.: 78	Total Capacity @25 sq. ft.: 0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-	28	C

Comments

Administrative Review was conducted on September 8, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 09/08/2021

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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)

Komali Manugula, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

Date: 9/8/2021 **VisitType:** Licensing Study **Arrival:** 4:30 PM **Departure:** 5:45 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

Discussed rotating toys to support the procedures of daily disinfecting.

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: 3

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 3 Met

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

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 reviewed did not contain the address and telephone numbers for whom the child may be released.

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: 9/17/2021

Recited on 9/8/2021

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**

A Virtual Visit was conducted due to the COVID-19 pandemic. The physical plant appeared to be clean and in good repair upon virtual walk through.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The physical plant appeared to be clean and in good repair upon virtual walk through.

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

591-1-1-.15 - The consultant discussed with the provider to ensure that the newest feeding plan form is used and that infant feeding forms are updated regularly.

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

Staff state proper knowledge of diapering procedures.

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

Comment

Staff were observed to remind children to wash hands.

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****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. It was determined based on a review of records that the center had not conducted a lockdown drill in 2020. Further, no fire drill was conducted in April or June of 2020.

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: 9/13/2021

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

Staff were observed to maintain a positive learning environment on this date.

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**

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 10****Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 02/01/2021

Staff # 2

Met

Date of Hire: 02/15/2019

Staff # 3

Not Met

Date of Hire: 12/01/2020

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Records Reviewed: 10**Records with Missing/Incomplete Components: 3**

Staff # 4	Not Met
Date of Hire: 11/12/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 02/01/2021	
Staff # 6	Not Met
Date of Hire: 02/15/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 7	Met
Date of Hire: 02/18/2019	
Staff # 8	Met
Date of Hire: 02/01/2021	
Staff # 9	Met
Date of Hire: 12/01/2020	
Staff # 10	Met
Date of Hire: 08/02/2021	

Staff Credentials Reviewed: 6

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

Criminal record checks were observed to be complete.

Comment

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

591-1-1-.14 First Aid & CPR	Not Met
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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 a review of records that staff person #3 with a documented date of hire of December 11, 2021 did not have valid evidence of CPR and First Aid training.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/8/2021

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 that staff person # 6 with a documented date of hire of February 5, 2019 and staff person # 4 with a documented date of hire of November 12, 2019, had not completed the required ten hours of training for the year 2020.

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: 10/8/2021

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**

Adequate supervision observed on this date.