**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:** 5/20/2022 **VisitType:** Licensing Study **Arrival:** 10:55 AM **Departure:** 12:10 PM

**CCLC-38613**

**Learning Tree Christian Academy**

2763 Tobacco Road, Suite A & B Hephzibah, GA 30815 Richmond County
(706) 941-2363 lauragreen00@gmail.com

**Mailing Address**
Same

**Regional Consultant**

Kaycee Purvis

Phone: (770) 357-4915
Fax: (404) 478-8085
kaycee.purvis@decal.ga.gov

Joint with: Kajora McCoy

Quality Rated: ★ ★

| Compliance Zone Designation | | |
|---|---|---|
| 05/20/2022 | Licensing Study | Good Standing |
| 11/10/2021 | Monitoring Visit | Good Standing |
| 04/01/2021 | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Main | A - Left | Three Year Olds | 2 | 9 | C | 19 | C | 27 | C | Story |
| Main | B - Right | Infants and One Year Olds and Two Year Olds | 3 | 16 | C | 20 | C | NA | NA | Free Play,Floor Play,Diapering |
| | | Total Capacity @35 sq. ft.: 39 | | | Total Capacity @25 sq. ft.: 47 | | | | | |
| Total # Children this Date: 25 | | Total Capacity @35 sq. ft.: 39 | | | Total Capacity @25 sq. ft.: 47 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|---|---|---|---|
| Main | A | 19 | C |

**Comments**
An electronic copy of the licensing study report was emailed to the provider. An exit conference was conducted virtually.

Plan of Improvement: Developed This Date 05/20/2022

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

## 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 a1 855-800-7747 or qualityrated@decal.ga.gov for more information. Free techincal assistance is available!**

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 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)

Laura Green, Program Official — Date

Kaycee Purvis, Consultant — Date

Kajora McCoy, Consultant — Date

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# Findings Report

**Date:** 5/20/2022 **VisitType:** Licensing Study **Arrival:** 10:55 AM **Departure:** 12:10 PM

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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 upon observation that Classroom A-Left and Classroom B-Right did not have current lesson plans on site.

**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: 5/20/2022**

**591-1-1-.12 Equipment & Toys(CR)** **Technical Assistance**

**Technical Assistance**
591-1-1-.12(1) - Please have staff check batteries in toys to ensure toys can be used appropriately.

**Correction Deadline: 5/20/2022**

**Technical Assistance**
591-1-1-.12(4) - Please be sure that all furniture is stable.

**Correction Deadline: 5/20/2022**

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

**Comment**
Center does not provide swimming activities.

## Children's Records

| Records Reviewed: 5 | Records with Missing/Incomplete Components: 0 |
| --- | --- |
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

**591-1-1-.08 Children's Records** **Technical Assistance**

**Technical Assistance**
591-1-1-.08(5) - Please ensure that all parents sign in children upon arrival.

**Correction Deadline: 5/20/2022**

## 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**

**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 upon observation that the following hazards were observed accessible to children:

Room A-Left:
•A pack of Huggies Natural Care Wipes and a pack of Pampers Sensitive Wipes were on a low shelf.
•A bottle of Everyone Hand Sanitizer Spray, a tube of A & D Original Ointment, a container of Equate Petroleum Jelly, a tube of Pimecrolimus Cream 1%, and a bottle of Dove Intensive Cream was in a child’s book bag.
•A black plastic bag was hanging in a cubby by a child’s bookbag.

Room B-Right:
•A green thumb tack was on the wall within reach of the children.
•The door in the classroom leading into the office was unlocked.
•A pack of Simply Basic Parents Choice wipes were in a child’s book bag.
•Two packs of Huggies Simply Clean Wipes were in a child’s cubby.
•One pack of Huggies Aloe & Vitamin E Wipes was in a child’s cubby.
•One pack of Parents Choice Simply Basic Wipes was in a child’s cubby.
•Two packs of Pampers Wipes were in a child’s cubby.
•One pack of Huggies Natural Care Wipes were in a child’s cubby.
•Two packs of Parents Choice Gentle Clean Wipes were in a child’s cubby.
•One pack of Member’s Mark Wipes were in a child’s cubby.
•One pack of Pampers Sensitive Wipes were in a child’s cubby.
•One pack of Up and Up Wipes were in a child’s cubby.
•One pack of Baby Soft Wipes were in a child’s cubby.

**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: 5/20/2022**

**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 upon observation that the orange wall in the block center of the Room A-Left had paint peeling from the wall.

**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: 6/24/2022**

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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 upon observation that the back right fence on the playground had a wooden slat that was pulling away from the fence.

**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: 5/20/2022**

**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 upon observation that there was a broom on the playground. It was further determined that there was exposed edges of concrete causing a tripping hazard.

**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: 5/20/2022**

## Food Service

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**591-1-1-.15 Food Service & Nutrition** **Not Met**

**Finding**
591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based upon a review of records that the center failed to upload evidence of infant feeding plans during an administrative review.

**POI (Plan of Improvement)**
The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 5/20/2022**

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

**Finding**
591-1-1-.18(10) requires that garbage be stored in trash containers with lids that are emptied and cleaned as needed. Acceptable facilities, including water and detergent or steam, shall be provided and used for cleaning containers. Areas around outside containers shall be kept clean. It was determined based upon observation that the trash can in the Room A-Left did not have a lid on this date. It was further determined that the trash can outside on the playground did not have a lid.

**POI (Plan of Improvement)**
The Center will provide trash containers with lids and will train staff to keep lids on containers. The Center will develop and follow a plan to empty and clean trash containers as needed, will provide the cleaning materials, and will monitor.

**Correction Deadline: 5/20/2022**

## Health and Hygiene

**591-1-1-.07 Children's Health** **Not Met**

**Finding**
591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based upon observation that three children were observed with paci straps attached to their clothing in Room B- Right.

**POI (Plan of Improvement)**
The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 5/20/2022**

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

**Comment**
Staff state proper knowledge of diapering procedures.

**591-1-1-.17 Hygiene(CR)** **Not Met**

**Finding**
591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based upon observation that center staff in Room B- Right failed to wash their hands after diapering children and after wiping children's noses.

**POI (Plan of Improvement)**
The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 5/20/2022**

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

**Comment**
The Provider currently does not dispense/administer medication.

## Safety

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

**Comment**
Age-appropriate discussion and/or redirection observed.

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

**Correction Deadline: 11/20/2021**

**Corrected on 5/20/2022**
**.36(3)(a-b) - Correction of previous citation in that the Provider stated that the center no longer participates in tranporting children.**

## Sleeping & Resting Equipment

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

**Comment**
Discussed SIDS and infant sleeping position.

## Staff Records

**Records Reviewed: 8** **Records with Missing/Incomplete Components: 4**

Staff # 1 Met

Staff # 2 Not Met
Date of Hire: 10/13/2016

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 3 Not Met
Date of Hire: 10/01/2020

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 4 Not Met
Date of Hire: 11/17/2015

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 5 Not Met
Date of Hire: 07/16/2018

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 6 Met

Staff # 7 Met

Staff # 8 Met

**Staff Credentials Reviewed: 4**

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

**Comment**
Criminal record checks were observed to be complete.

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

**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 #2, staff #3, staff #4, Staff #5 did not have evidence of ten clock hours of annual training for the 2021 calendar year as required.

**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: 12/31/2022**

**Recited on 5/20/2022**

**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.