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: 10/7/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:00 AM

CCLC-37311

1st Creative Learning Academy #3

635 Exchange Place Lilburn, GA 30047 Gwinnett County
(678) 404-5573 1stcreative@att.net

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111
Fax: (706) 310-6944
leena.mitchell@decal.ga.gov

Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
10/07/2021	Licensing Study	Good Standing
06/25/2021	Licensing Study	Good Standing
05/19/2021	Complaint Closure	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	2's- 2nd Right	Two Year Olds	3	14	C	23	C	NA	NA	Centers
Main	A-I 1st Right - Infant/Toddlers	Infants and One Year Olds	2	7	C	12	C	NA	NA	Circle Time
Main	F- 3 to 13yrs 1st Left		0	0	C	22	C	31	C	Not In Use
Main	Rm. C-PreK-3rd Right		0	0	C	31	C	NA	NA	Not In Use
Main	Rm. D-(4 to 13yrs) 3rd Left	Five Year Olds	1	2	C	30	C	43	C	Centers
Main	Rm. E- 3's 2nd Left	Three Year Olds	2	13	C	25	C	NA	NA	Centers
		Total Capacity @35 sq. ft.: 143			Total Capacity @25 sq. ft.: 165					
Total # Children this Date: 36		Total Capacity @35 sq. ft.: 143			Total Capacity @25 sq. ft.: 165					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Picnic Area left side	0	C
Main	PreK/School Ae	74	C
Main	Riding Area	15	C
Main	Toddler	41	C

Comments
An Administrative Review was conducted on October 6, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 7, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: No Plan Developed

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

QUALITY RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

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.decal.ga.gov/
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

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@decal.ga.gov.

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://decal.ga.gov/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)

Bibi Persaud, Program Official Date

Leena Mitchell, Consultant Date

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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 virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, a variety of equipment was observed to be clean, properly secured, and in good repair.

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: 0**
Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Comment
Parent agreements observed obtained/completed.

Comment
Parent authorizations obtained/completed.

Comment
Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms **Met**

Comment
Bathrooms observed to be clean and well maintained.

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 walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

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

Comment
Playground observed to be clean and in good repair.

Food Service

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

Comment
Center menu meets USDA guidelines.

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
Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Comment
Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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 **Met**

Comment
Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment
Observed all required posted notices.

591-1-1-.29 Required Reporting **Met**

Comment
Thank you for reporting as required.

Safety

591-1-1-.05 Animals **Met**

Comment
Center does not keep animals on premises.

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

Comment
A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

591-1-1-.13 Field Trips(CR) **Met**

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
Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment
The consultant observed the following vehicles to have a current vehicle inspection report on file:
- Vehicle Tag # - PYH 9700 - Expires August 5, 2022.
- Vehicle Tag # - PYR 7427 - Expires August 5, 2022.

Sleeping & Resting Equipment

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

Comment
Discussed SIDS and infant sleeping position.

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

Records Reviewed: 16 **Records with Missing/Incomplete Components: 1**

Staff # 1 Not Met

Date of Hire: 08/09/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

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

Staff # 2 Date of Hire: 03/12/2021	Met
Staff # 3 Date of Hire: 07/26/2021	Met Reminder - Health & Safety training is required within 90 calendar days of hired
Staff # 4 Date of Hire: 10/26/2020	Met
Staff # 5 Date of Hire: 02/05/2019	Met
Staff # 6 Date of Hire: 10/06/2021	Met Reminder - Health & Safety training is required within 90 calendar days of hired
Staff # 7 Date of Hire: 02/20/2020	Met
Staff # 8 Date of Hire: 06/04/2021	Met
Staff # 9 Date of Hire: 04/16/2021	Met
Staff # 10 Date of Hire: 06/04/2021	Met
Staff # 11 Date of Hire: 04/15/2014	Met
Staff # 12 Date of Hire: 04/15/2014	Met
Staff # 13 Date of Hire: 10/19/2020	Met
Staff # 14 Date of Hire: 03/09/2021	Met
Staff # 15 Date of Hire: 09/23/2021	Met Reminder - Health & Safety training is required within 90 calendar days of hired
Staff # 16	Met

Records Reviewed: 16 **Records with Missing/Incomplete Components: 1**

Date of Hire: 04/13/2021

Staff Credentials Reviewed: 7

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

Comment
The director provided four files for staff members hired since the previous visit conducted on April 29, 2021. The consultant observed four of four newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

Comment
Consultant discussed the following rule with the Provider on this date: 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.

Correction Deadline: 10/7/2021

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment
Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR **Not Met**

Comment
Complete first aid kit observed in center.

Comment
Evidence observed of 90% of center staff certified in First Aid and CPR.

Finding
591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on review of records that staff member #1 with a documented date of hire of August 9, 2021 drove the bus the week of September 20 - 24, 2021 and did not have evidence of a valid CPR and first aid card.

POI (Plan of Improvement)
The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 10/7/2021

591-1-1-.33 Staff Training **Met**

Comment
Documentation observed of required staff training.

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
A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the Director on this date.

Comment
591-1-1-.32(7) - Discussed new revision as of October 1, 2020, which states: 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.

Correction Deadline: 10/7/2021