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: 9/30/2024 **VisitType:** LS POI Follow Up **Arrival:** 10:50 AM **Departure:** 4:30 PM

CCLC-50329
Ivywood Academy
1071 Jodeco Road West Stockbridge, GA 30281 Henry County
(770) 389-1119 melanie@ivywoodacademy.com

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Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation		
09/30/2024	LS POI Follow Up	Good Standing
06/13/2024	Complaint Closure	Good Standing
06/13/2024	Complaint Investigation Follow Up	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	Rm A: 1st Left (100): Infants	Infants and One Year Olds	2	5	C	15	C	NA	NA	Floor Play
Main	Rm B:2nd Left (150): 1's	One Year Olds and Two Year Olds	1	7	C	15	C	NA	NA	Free Play
Main	Rm C:3rd Left (200): 1's and 2's	Two Year Olds	2	8	C	16	C	NA	NA	Free Play
Main	Rm D: Back Left (Afterschool)	Six Year Olds and Over	1	33	NC	58	C	NA	NA	Free Play
Main	Rm E: Back Mid (500): Ga Pre-K	GA PreK	2	19	C	29	C	NA	NA	Centers
Main	Rm F:5th Right (450): Ga Pre-K	GA PreK	2	16	C	23	C	NA	NA	Nap
Main	Rm G:4th Right (400): Ga Pre-K	GA PreK	2	16	C	22	C	NA	NA	Outside
Main	Rm H:3rd Right (350): 3's		0	0	C	22	C	NA	NA	Not In Use
Main	Rm I:2nd Right (300): 3's	Three Year Olds	2	10	C	22	C	NA	NA	Circle Time
Main	Rm J:1st Right (250): 2's	Two Year Olds	2	9	C	23	C	NA	NA	Circle Time
Main	Rm K:Front Mid. (Cafeteria)		0	0	C	23	C	NA	NA	
		Total Capacity @35 sq. ft.: 268			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 123		Total Capacity @35 sq. ft.: 268			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd-A	29	C
Main	Plgd-B	185	C
Main	Plgd-C	20	C
Main	Plgd-D	25	C

Comments
A licensing study and POI follow up was completed on this date.

Plan of Improvement: Developed This Date 09/30/2024

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.

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.

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

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(Findings Report)

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The following information is associated with a LS POI Follow Up:

Activities and Equipment

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

Comment
Equipment and furniture observed to be properly secured, as applicable on this date.

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: 3**

Child # 1 Not Met
"Missing/Incomplete Components"
.08(1)(a)-Work Number Missing

Child # 3 Not Met
"Missing/Incomplete Components"
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 4 Not Met
"Missing/Incomplete Components"
.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(a)-Work Number Missing

591-1-1-.08 Children's Records **Not Met**

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, intellectual disabilities or developmental disabilities which limit the child’s participation in the program. It was determined based on a review of records three out of five children files were incomplete and missing work address, work phone numbers, and physician name and number.

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: 10/4/2024

Facility

591-1-1-.19 License Capacity(CR) **Met**

Comment
Licensed capacity observed to be met by the center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR) **Technical Assistance**

Comment
Please be mindful to keep items that pose a hazard inaccessible to children as required.

Technical Assistance
Please ensure the Center and surrounding premises to be kept clean, free of debris and in good repair. Consultant discussed with the director to ensure the tile is repaired in the third right classroom which led to the outside play area. This class was not in use at this time. Additionally, the plumber was on site to repair the toilet in the second right classroom. Please ensure the toilet remains in good repair.

Correction Deadline: 9/30/2024

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Comment
Playgrounds observed to be clean and in good repair on this date.

Technical Assistance
Please ensure the playgrounds 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.

Correction Deadline: 9/30/2024

Food Service

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

Comment
Center menu meets USDA guidelines on this date. Please be sure to post menus at the beginning of the week as required.

591-1-1-.18 Kitchen Operations **Met**

Comment
Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Comment
Staff stated proper knowledge of diapering procedures on this date.

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

Comment
Staff were observed to remind children to wash hands on this date.

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

Comment
The center currently does not dispense or administer medication on this date.

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 the smoke detector and fire extinguisher was not documented as checked monthly. Additionally, the lockdown drill and review of emergency plans and procedures were not documented as completed every six months as required.

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: 10/5/2024

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

Correction Deadline: 6/26/2024

Corrected on 9/30/2024
Correction of citation in that the director stated proper knowledge of required reporting on this date.

Safety

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 redirection observed on this date.

Correction Deadline: 6/26/2024

Corrected on 9/30/2024
Correction of citation in that the staff member was terminated. The employees present signed the discipline acknowledgment form which stated discipline rules from the Department.

Correction Deadline: 6/26/2024

Corrected on 9/30/2024
Correction of citation in that the staff member was terminated. The staff members present signed the discipline acknowledgment form on this date.

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) **Not Met**

Comment
A current and completed inspection was observed for the vehicle used in transporting children on this date. Vehicle with tag number ending in L9894 was completed on May 10, 2024.

Comment
Complete documentation of transportation observed on this date.

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

Comment
The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding
591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records the director did not complete the two hour transportation training as required.

POI (Plan of Improvement)
The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/10/2024

Sleeping & Resting Equipment

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

Comment
Discussed SIDS and infant sleeping position with the infant staff members 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 on this date.

Comment
Director provided six file(s) for employees hired since the last visit which was completed on June 13, 2024.

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

Comment
Evidence observed of 50% of center staff certified in First Aid and CPR on this date.

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 one staff member did not complete hands on and in person first aid and CPR within the first 90 days of employment as required.

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: 10/30/2024

591-1-1-.24 Personnel Records **Not Met**

Finding
591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation. It was determined based on a review of records an employee (office staff personnel) hired in July of 2024 did not have a file on site as required.

POI (Plan of Improvement)
The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 10/5/2024

591-1-1-.31 Staff(CR) **Not Met**

Finding
591-1-1-.31(1)(c) requires that a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer listed in 591-1-1-.31(1)(b)2.(i) through (xiii) be maintained by the Center in the Director's file and such documentation shall be available for inspection by Department staff upon request. It was determined based on a review of records the director did not have a copy and/or written credential or degree on file as required.

POI (Plan of Improvement)
The Center will obtain the written verification from the Director, place it in the Director's file, and provide it to the Department if requested.

Correction Deadline: 9/30/2024

Correction Deadline: 6/26/2024

Corrected on 9/30/2024
Correction of citation in that the staff member was no longer employed. This rule was met on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Not Met**

Finding
591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation the back left (Classroom D) was out of ratio in that the ratio was 1:33 instead of 2:33 which was required.

POI (Plan of Improvement)
The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 9/30/2024

591-1-1-.32 Supervision(CR) **Met**

Comment
Adequate supervision observed on this date.