



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: 1/19/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 3:30 PM **Departure:** 4:30 PM

CCLC-898

La Petite Academy - Panola

3079 Panola Rd. Lithonia, GA 30038 DeKalb County
 (770) 987-4582 7429@lapetite.com

Mailing Address
 Same

Regional Consultant

Ashia Jackson

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ashia.jackson@dec.al.ga.gov

Joint with: Carrie Spangler

Quality Rated: ★ ★

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.
01/19/2022	Complaint Investigation & Licensing Study	Good Standing	
07/22/2021	Monitoring Visit	Good Standing	
03/19/2021	Incident Investigation by Phone	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-1st Right- 2 y/o	Infants	2	6	C	15	C	NA	NA	Floor Play,Free Play
Main	B-2nd -Right-1-2 y/o	Two Year Olds	1	8	C	14	C	NA	NA	Transitioning,Lunch
Main	C- 3rd Right-Infant	One Year Olds	1	8	C	10	C	NA	NA	Nap,Transitioning
Main	D-Bck-Rt- 4 y/o		0	0	C	22	C	30	C	
Main	E- Back Lft- 4 y/o	GA PreK	2	9	C	20	C	28	C	Transitioning
Main	F-Center- 3 y/o	Three Year Olds and Four Year Olds	2	12	C	22	C	30	C	Free Play
Total Capacity @35 sq. ft.: 103						Total Capacity @25 sq. ft.: 127				
Total # Children this Date: 43			Total Capacity @35 sq. ft.: 103			Total Capacity @25 sq. ft.: 127				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back Playground	101	C
Main	Right Playground	18	C

Comments

An inperson visit was conducted on January 19, 2022. Additional, observations were completed during a virtual visit, due to the COVID 19 pandemic.

An administrative review was completed on February 22, 2022.

Plan of Improvement: Developed This Date 01/19/2022

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.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)

Tanya Beasley, Program Official

Date _____

Ashia Jackson, Consultant

Date

Carrie Spangler, Consultant

Date



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Findings Report

Date: 1/19/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 3:30 PM **Departure:** 4:30 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please be sure that lesson plans are current in all classrooms.

Correction Deadline: 1/19/2022

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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: 5

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,.08(1)-Allergies and Disabilities

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities

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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined, based on review of records, that the following items were missing from the children's enrollment records:

- 1 of 5 records lacked the complete parental work address.
- 5 of 5 records lacked the emergency release person's information.
- 3 of 5 records lacked information regarding the child's allergies.

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: 1/19/2022

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(5) requires Center Staff to provide platforms or sets of steps at the toilets and sinks to assist children who are unable to use the fixtures comfortably when child-size fixtures are not provided. In Centers with a licensed capacity of 19 or more children, the toilet facilities for children aged four (4) and older shall be suitably screened for privacy. It was determined based on a consultant observation that restrooms, shared by the pre-k classrooms, were not screened in for privacy.

POI (Plan of Improvement)

The Center will provide a platform or steps that helps children reach toilets and sinks safely and will ensure this equipment is available whenever needed. The Center will install a visibility barrier, where needed, in bathrooms for children four years and older to provide privacy.

Correction Deadline: 2/18/2022

Recited on 1/19/2022

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 on consultant's observation the following hazards were accessible to children: hand sanitizer on a shelf in the middle of the preschool classroom, a teacher's purse accessible to children in the two year old classroom, and an unlocked cabinet with a teacher's purse and hand sanitizer accessible in the left pre-k classroom

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: 1/19/2022

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

Not Met

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the resilient surfacing under and around the preschool climbing structure measured less than two inches in depth. Six inches of resilient surface was required.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 2/2/2022

Recited on 1/19/2022

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 on the consultant's observation that the following hazards were observed:

- Sweet gum balls, were observed on the playground, posing a potential tripping hazard
- The black mats, under the playground equipment, were not flush to the ground posing a potential 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: 1/19/2022

Food Service

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

Met

Comment

Please ensure 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)**Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined was determined based on staff statements that children in the infant room were not washed with soap and water after diapering.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 1/19/2022

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

Discussed proper medication documentation and procedures.

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 review of records, that fire drills were not documented for June 2021.

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: 1/24/2022

591-1-1-.29 Required Reporting**Not Met****Finding**

591-1-1-.29(2) requires the Director or designated person-in-charge to report or cause to be reported any cases or suspected cases of notifiable communicable diseases (COVID-19, Tuberculosis, Measles, etc.) or any viruses or illnesses identified during a public health emergency, immediately to the Department and to the local County Health Department as required by the rules of the Georgia Department of Public Health, Rule 511-2-1, Notification of Disease. It was determined based on consultant observation that the center did not report a positive COVID case within the required 24 hours.

POI (Plan of Improvement)

The Center will develop a procedure so everyone knows how and when to report cases of suspected notifiable communicable diseases to the County Health Department and will follow-up to make sure they are reported as required.

Correction Deadline: 1/19/2022

Safety

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

Please be mindful of voice tone in redirecting children.

591-1-1-.13 Field Trips(CR)**Not Evaluated****Comment**

Center does not participate in field trips at this time.

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

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. This included discussion regarding checking all children on and off the vehicle.

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: 24****Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 10/06/2021	
Staff # 2	Met
Date of Hire: 06/17/2019	
Staff # 3	Met
Date of Hire: 09/29/2021	
Staff # 4	Met
Date of Hire: 08/23/2021	
Staff # 5	Met
Date of Hire: 11/09/2021	
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 07/28/2020	
Staff # 10	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 11	Met
Date of Hire: 01/29/2010	

Records Reviewed: 24**Records with Missing/Incomplete Components: 2**

Staff # 12	Met
Staff # 13	Met
Date of Hire: 06/28/2021	
Staff # 14	Met
Date of Hire: 09/08/2021	
Staff # 15	Met
Date of Hire: 09/29/2021	
Staff # 16	Met
Staff # 17	Not Met
Date of Hire: 01/11/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 05/05/2021	
Staff # 20	Met
Date of Hire: 10/08/2019	
Staff # 21	Met
Date of Hire: 02/10/2021	
Staff # 22	Met
Date of Hire: 07/26/2017	
Staff # 23	Met
Date of Hire: 01/15/2017	
Staff # 24	Met
Date of Hire: 11/11/2021	

Staff Credentials Reviewed: 1

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant's observation that one employee was present at the center without submitting a records check application to the Department and fingerprint to an authorized fingerprinting site

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will have all potential employees to complete the livescan steps to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the criminal records check training videos to ensure the CRC rules are maintained.

Correction Deadline: 1/19/2022

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on consultant's observation that one staff member was present at the center that did not have a valid and current satisfactory records check determination on file.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will have all employees to complete the livescan steps to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will review the criminal records check training videos to ensure the CRC rules are maintained.

Correction Deadline: 1/19/2022

Finding

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. It was determined based on documentation reviewed that one staff member was present at the center with a criminal records check that was outside of the required portability date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will port using DECAL KOALA to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review criminal records check training videos to ensure CRC rules are maintained.

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

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on documentation reviewed that the director did not have first aid and CPR on file. It was further determined that four staff had current first aid and CPR on file, when it was required that a minimum of ten staff have current training.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 2/18/2022

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

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined, based on a review of records, that the director and the persons in charge of food preparation did not have documentation to show the required four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 2/18/2022**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 review of records, that one staff person lacked ten hours of annual training for 2021.

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: 2/18/2022

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
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Comment
Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Comment
Adequate supervision observed on this date.