



**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:** 10/14/2025 **VisitType:** Licensing Study

**Arrival:** 12:30 PM **Departure:** 4:40 PM

**CCLC-39104**

**Duncan Creek Academy**

2064 Pine Road Dacula, GA 30019 Gwinnett County  
 (770) 831-1505

Regional Consultant

Lynn Schnitzer

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lynn.schnitzer@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

| <b>Compliance Zone Designation</b> |                   |               | <b>Compliance Zone Designation</b> - 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. |
|------------------------------------|-------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/14/2025                         | Licensing Study   | Good Standing |                                                                                                                                                                                                                                |
| 04/22/2025                         | Licensing Study   | Good Standing |                                                                                                                                                                                                                                |
| 07/03/2024                         | Complaint Closure | Good Standing |                                                                                                                                                                                                                                |
|                                    |                   |               | <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.                                                                                                                       |
|                                    |                   |               | <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.                                                                                                                                 |
|                                    |                   |               | <b>Deficient</b> - 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                            | 1R- Rm. L        | Infants                            | 1     | 2        | C                             | 13         | C            | NA         | NA           | Floor Play    |
| Main                            | 2L- Rm. B        | One Year Olds                      | 1     | 8        | C                             | 20         | C            | NA         | NA           | Nap           |
| Main                            | 2R- Rm. K        | Three Year Olds and Four Year Olds | 1     | 11       | C                             | 18         | C            | NA         | NA           | Nap           |
| Main                            | 3L- Rm. C        | Two Year Olds and Three Year Olds  | 1     | 8        | C                             | 18         | C            | NA         | NA           | Nap           |
| Main                            | 3R- Rm. J        | GA PreK                            | 2     | 17       | C                             | 21         | C            | NA         | NA           | Transitioning |
| Main                            | 4L- Rm. D        | Two Year Olds and Three Year Olds  | 1     | 7        | C                             | 15         | C            | NA         | NA           | Nap           |
| Main                            | 4R- Rm. I        | GA PreK                            | 2     | 20       | C                             | 20         | C            | NA         | NA           | Transitioning |
| Main                            | 5L- Rm. E        | GA PreK                            | 3     | 18       | C                             | 20         | C            | NA         | NA           | Nap           |
| Main                            | 5R- Rm. H PreK 1 | GA PreK                            | 2     | 18       | C                             | 27         | C            | NA         | NA           | Lunch         |
| Main                            | 6L- Rm. F PreK 3 | GA PreK                            | 2     | 17       | C                             | 26         | C            | NA         | NA           | Nap           |
| Main                            | 7L- Rm. G PreK 2 |                                    | 0     | 0        | C                             | 28         | C            | NA         | NA           |               |
| Main                            | Rm. A- 1L        |                                    | 0     | 0        | C                             | 10         | C            | NA         | NA           |               |
| Total Capacity @35 sq. ft.: 236 |                  |                                    |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |               |
| Total # Children this Date: 126 |                  |                                    |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |               |

| Building | Playground       | Playground Occupancy | Playground Compliance |
|----------|------------------|----------------------|-----------------------|
| Main     | A-Infant/toddler | 54                   | C                     |
| Main     | B - School Age   | 87                   | C                     |

|      |                   |    |   |
|------|-------------------|----|---|
| Main | C-Preschoolers    | 49 | C |
| Main | D-Infant-Toddler  | 14 | C |
| Main | E- Playground     | 31 | C |
| Main | Playground F- 2's | 22 | C |

| Enrolled Children |         |         |         |         |                    |                   |
|-------------------|---------|---------|---------|---------|--------------------|-------------------|
| Under 1 years     | 1 years | 2 years | 3 years | 4 years | 5 years (Prekonly) | 5 years and older |
| 2                 | 8       | 17      | 11      | 74      | 22                 | 33                |

#### Comments

Consultant discussed the report with Director, Niki Potter on October 14, 2025.

Plan of Improvement: Developed This Date

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.al.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.

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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](http://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)

**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 at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**



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**Summary Report**

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Met**

**Comment**

Age-appropriate activities observed throughout the center.

**Comment**

Lesson Plans were observed to be posted and reflected the current weeks activities in each classroom.

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

**Met**

**Comment**

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

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

**Not Evaluated**

**Comment**

Center does not provide swimming activities.

**Children's Records**

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

**Met**

**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 on this date.

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

**Not Met**

**Technical Assistance**

591-1-1-.25(13) - Consultant discussed with director to ensure that staplers and permanent markers are stored out of reach of children in classroom 6-L Rm. F PreK 3.

**Correction Deadline: 10/14/2025**

**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 on observation that there were holes in wall in the left restroom and peeling paint in the back, right corner of classroom 7-L Rm. G PreK 2.

**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: 10/14/2025**

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**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 surface under the swings measured 2 inches on playground D-Infant-Toddler and 3 inches under the swings on playground E-Playground. Six inches 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: 10/24/2025**

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

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

**Technical Assistance**

**Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

591-1-1-.15(2) - Consultant discussed with director to ensure that infant feeding forms are updated regularly.

**Correction Deadline: 10/14/2025**

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

**Not Met**

**Finding**

591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents. It was determined based on observation that a container of "cheese balls" was stored without a lid in the pantry.

**POI (Plan of Improvement)**

The Center will designate an appropriate area for the storage of containers of food, will make available containers, lids, and covers, and will train Staff on proper storage and labeling.

**Correction Deadline: 10/14/2025**

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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

**Met**

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center on this date.

**Comment**

No medication dispensed since last visit April 22, 2025.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(2)(r) - New - Discussed updating the Center's policies and procedures to include the program's practices regarding the expulsion and suspension of children enrolled for care within the description of behavior management and discipline actions used by the Center.

Also discussed to ensure a description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children.

Additional information can be found in the CCLC Indicator Manual found on DECAL's website at:

<https://www.dec.state.ga.us/CCS/Regulations.aspx> or through the Center on Shaken Baby Syndrome found at: <https://dontshake.org/>.

**Correction Deadline: 10/19/2025**

**Comment**

Program observed complete emergency drills

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

Observed all required posted notices.

**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/or redirection observed.

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

Field trip documentation observed to be complete on this date.

**591-1-1-.36 Transportation(CR)****Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed on this date.

**Comment**

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

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that there was an unsecured broom in vehicle tag # PB6698 and vehicle tag #EHP615. Further, the seatbelts were hanging in the aisle of vehicle tag #EHP615, creating a potential tripping hazard.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

## Sleeping & Resting Equipment

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

Met

**Comment**

Pleasant naptime environment observed.

**Comment**

Staff stated knowledge of infant safe sleep requirements.

## Staff Records

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

Met

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided seven files for employees hired since last visit April 22, 2025.

### 591-1-1-.14 First Aid & CPR(CR)

Met

**Comment**

Complete first aid kits observed in center and on vehicles on this date.

**Comment**

Evidence observed of 100% of center Staff certified in First Aid and CPR containing emergency care for infants and children on this date.

### 591-1-1-.33 Staff Training

Technical Assistance

**Technical Assistance**

591-1-1-.33(3)(a)-(k) - Consultant discussed with director that staff #6, date of hire July 28, 2025, needs to take Health and Safety Orientation training within 90 days of their hire date since it has been more than 12 months since they took the training.

**Correction Deadline: 11/13/2025**

**Technical Assistance**

591-1-1-.33(5)(b)1. - New - Discussed that effective July 1, 2025, all staff are required to obtain at least two hours in evidence based, developmentally appropriate language and literacy practices and at least two hours in on-going child development and health and safety related topics as part of their 10 hours of annual training.

**Correction Deadline: 11/13/2025**

### 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.