



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: 9/21/2022 **VisitType:** Licensing Study

Arrival: 10:45 AM

Departure: 3:15 PM

CCLC-49366

Happy Faces Academy

568 Peachtree Parkway, Suite 118 Cumming, GA 30041 Forsyth County
 (678) 771-8972 komali@happyfacesacademy.com

Regional Consultant

Margarita Collier

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Mailing Address

Same

Quality Rated: No

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.
09/21/2022	Licensing Study	Good Standing	
04/28/2022	POI Follow Up	Good Standing	
03/23/2022	POI Follow Up	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/3mths-18mth (Jelly Beans)	One Year Olds	2	11	C	14	C	NA	NA	Outside
Main	B/18mths - 30 mths (Busy Bees)	One Year Olds and Two Year Olds	3	15	C	16	C	NA	NA	Centers
Main	C/2 year olds(Little Explorers)	Two Year Olds and Three Year Olds	2	11	C	11	C	NA	NA	Outside
Main	D/3 and up (Curious Minds)	Three Year Olds and Four Year Olds	2	14	C	14	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Building Department				
Pre-Kindergarten	F/ Pre-Kindergarten	Four Year Olds	2	21	C	20	NC	NA	NA	Art
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Building Department				
Total # Children this Date: 72			Total Capacity @35 sq. ft.: 78			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-	28	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on April 28, 2022.

Plan of Improvement: To Be Submitted

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/RuleAndRegulations.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 at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical 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.

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)

Komali Manugula, Program Official

Date

Margarita Collier, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
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Findings Report

Date: 9/21/2022 VisitType: Licensing Study

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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 variety of equipment and toys were observed throughout the center.

591-1-1.35 Swimming Pools & Water-related Activities(CR)

Not Evaluated

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1 Met

Child # 2 Met

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)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Comment

Parent authorizations obtained/completed.

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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 three of five children's files did not have documentation of the parents' work address and work telephone number.

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Correction Deadline: 9/21/2022

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Not Met

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that the center exceeded the licensed capacity for classroom F/Pre-Kindergarten when 21 four-year-old children were observed to be present for care. Classroom F/Pre-Kindergarten was licensed for 20 children.

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Correction Deadline: 9/21/2022

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

Not Met

Technical Assistance

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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 observation that the following hazardous items were stored in an area accessible to the children present for care during the visit:

- Classroom A/3mths-18mth (Jelly Beans) - Several tubes of diaper changing ointment, two bottles of disinfectant wipes, and two boxes of gloves were stored in fabric storage cubes underneath the diaper changing table located on the front-right side of the classroom.
 - Classroom B/18mths-30mths (Busy Bees) - A tube of "Triamcinolone Acetonide" ointment was stored in a child's back pack in the children's cubby area located on the front-left entrance of the classroom.
- All items contained the label "KEEP OUT OF REACH OF CHILDREN."

Correction Deadline: 9/21/2022

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

Not Met

Comment

Center menu meets USDA guidelines.

Technical Assistance

Per director, there were no infants enrolled during the visit. The consultant discussed with the director to ensure all newly enrolled infants have evidence of a current feeding plan on file and bottles are labeled with the child's first and last name.

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Finding

591-1-1-.15(4) requires that a feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table and must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping, a surface that the child cannot raise, a strap or other device which prevents the child from sliding out of the chair, and a feeding surface free of cracks. It was determined based on observation that eight low sitting feeding chairs were missing the required safety straps in classroom A/3mths-18mth (Jelly Beans) located on the front left-side of the classroom. Further observation revealed that six low sitting feeding chairs were missing the required safety straps in classroom B/18mths-30mths (Busy Bees) located on the back-right side of the classroom between the two water fountains.

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Correction Deadline: 9/21/2022

Health and Hygiene	
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591-1-1-.10 Diapering Areas & Practices(CR)

Not Met

Technical Assistance

Consultant discussed monitoring the diaper changing pads and tables for normal wear and tear.

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Finding

591-1-1-.10(3) requires Center Staff to change diapers in the child's own crib or on a diaper changing surface that is used for no purposes other than changing diapers and other clothing in each room where infants or any other children wearing diapers are served. It was determined based on observation that the diaper changing pad located on the back-right side of classroom B/18mths - 30mths (Busy Bees) was torn exposing the cotton padding inside of the diaper changing pad.

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Correction Deadline: 9/21/2022

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

Met

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)

Not Met

Technical Assistance

Discussed proper medication documentation and procedures.

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Finding

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on review of records that the following medication authorization forms were missing the following information:

- Medication form to administer "Albuterol" did not have documentation of the medication's prescription number. The form was signed by the parent on August 12, 2022.
 - Medication form to administer "Cold and Cough" medicine did not have documentation of the dates to administer the medication. The form was signed by the parent on July 14, 2022.
 - Medication to administer "Advil" did not have documentation of dates to administer the medication. The form was signed by the parent.
 - Medication form to administer "Albuterol" did not have documentation of the prescription number. The form was signed by the parent on June 23, 2022.
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Correction Deadline: 9/21/2022

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of records that the center did not document the date, time, amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication for the following medications:

- "Honitus"
- "Albuterol" inhaler
- "Cold and Cough" medication

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Correction Deadline: 9/21/2022

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met**

Correction Deadline: 3/1/2022

Corrected on 9/21/2022

The previous citation was observed to be corrected. The consultant observed monthly fire drills to be completed as of August 2022, two lockdown drills completed on February 25, 2022 and July 8, 2022, and one tornado drill completed on May 31, 2022.

591-1-1-.22 Parental Access**Technical Assistance****Technical Assistance**

Consultant discussed parental access throughout the center with the director on this date.

Correction Deadline: 9/21/2022

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting**Technical Assistance****Technical Assistance**

Please ensure to self-report the following information to the department within 24-hours:

- Injuries requiring medical attention.
- Illnesses that require medical attention (i.e., child has a seizure while present for care at the center).
- Communicable illness (i.e., COVID-19, etc.) per the communicable illness chart.
- Criminal record acquired by a staff member.
- Fire/structural damage.
- Missing child.
- Death of a child.
- Child abuse, neglect, and/or deprivation.
- Any emergency requiring the temporary relocation of children.
- Program operating status (i.e., temporary or permanent).

Safety

591-1-1-.05 Animals	Not Evaluated
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)	Not Evaluated
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Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Consultant discussed monitoring crib mattresses for normal wear and tear.

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: 18

Records with Missing/Incomplete Components: 7
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Staff # 1

Met

Date of Hire: 09/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 2

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 08/11/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4

Met

Date of Hire: 02/15/2019

Staff # 5

Not Met

Date of Hire: 04/01/2022

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 6	Met
Date of Hire: 12/01/2020	
Staff # 7	Not Met
Date of Hire: 11/01/2021	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 8	Met
Date of Hire: 11/12/2019	
Staff # 9	Met
Date of Hire: 08/08/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Met
Date of Hire: 02/15/2019	
Staff # 11	Not Met
Date of Hire: 02/21/2022	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 12	Met
Date of Hire: 08/01/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Date of Hire: 12/01/2021	
Staff # 14	Not Met
Date of Hire: 02/18/2019	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 15	Met
Date of Hire: 09/19/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 16	Not Met
Date of Hire: 02/01/2021	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 17	Met

Date of Hire: 12/01/2020

Staff # 18

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 5

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

Not Met

Technical Assistance

The consultant discussed submitting portability requests for all independent contractors, therapists, volunteers, students-in-training, and newly hired staff members' previous satisfactory comprehensive determination letter via DECAL KOALA with the director. The consultant further informed the director that if the individual's comprehensive determination letter was completed within the preceding 12-months, to ensure that the individual submits a criminal record check application via DECAL KOALA and complete the fingerprinting process at an authorized site.

Comment

The director provided six files for staff members hired since the previous visit was conducted on April 28, 2022. The consultant observed six of six newly hired staff members to have evidence of a current comprehensive determination letter on file.

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 review of records that the center did not submit both a records check application to the department and fingerprints to an authorized fingerprinting site for staff member #18. Per director, staff member #18 is a therapist and started providing services at the center on an undetermined date in the year 2022. Staff member #18 was observed to have evidence of a satisfactory determination letter dated for November 30, 2020. A one-day letter was issued.

Correction Deadline: 9/21/2022

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 review of records that the center did not have evidence of a current satisfactory comprehensive determination letter on file for staff member #18. Per director, staff member #18 is a therapist and started providing services at the center on an undetermined date in the year 2022. Staff member #18 was observed to have evidence of a satisfactory determination letter dated for November 30, 2020. A one-day letter was issued.

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Correction Deadline: 9/21/2022

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 review of records that the center did not submit a portability request for staff member #2's satisfactory comprehensive determination letter. Per director, staff member #2 is a therapist. Staff member #2 was observed to have a satisfactory comprehensive determination letter dated for August 24, 2022.

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Correction Deadline: 9/21/2022

591-1-1-.14 First Aid & CPR	Met
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Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

Comment

Please ensure to add a pair of protective eye wear and tweezers to the center's first aid kit.

591-1-1-.33 Staff Training	Met
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Correction Deadline: 4/6/2022

Corrected on 9/21/2022

The previous citation was observed to be corrected. The consultant observed all required staff members to have completed the required 10-clock hours annual training for the year 2021.

591-1-1-.31 Staff(CR)

Not Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that staff member #4, date of hire April 1, 2022, staff member #7, November 1, 2021, staff member #11, February 21, 2022, staff member #14, date of hire February 18, 2019, and staff member #16, date of hire February 1, 2021 did not meet the minimum academic requirements for a lead teacher

Correction Deadline: 9/21/2022

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

Staff observed to provide direct supervision and be attentive to children's needs.