



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: 10/31/2023 **VisitType:** Licensing Study

Arrival: 11:10 AM

Departure: 4:50 PM

CCLC-39104

Duncan Creek Academy

2064 Pine Road Dacula, GA 30019 Gwinnett County
 (770) 831-1505 npotter@duncancreekacademy.com

Regional Consultant

Lynn Schnitzer

Phone: (678) 717-5720

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lynn.schnitzer@dec.al.ga.gov

Mailing Address
 Same

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.
10/31/2023	Licensing Study	Good Standing	
06/13/2023	Monitoring Visit	Good Standing	
05/05/2023	Incident Investigation Closure	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	1R- Rm. L	Infants and One Year Olds	1	4	C	13	C	NA	NA	Nap, Floor Play
Main	2L- Rm. B	One Year Olds	2	10	C	20	C	NA	NA	Outside
Main	2R- Rm. K	Two Year Olds and Three Year Olds	1	6	C	18	C	NA	NA	Nap
Main	3L- Rm. C	Two Year Olds	1	10	C	18	C	NA	NA	TV
Main	3R- Rm. J	Three Year Olds and Four Year Olds	1	15	C	21	C	NA	NA	Transitioning
Main	4L- Rm. D		0	0	C	15	C	NA	NA	
Main	4R- Rm. I	GA PreK	2	18	C	20	C	NA	NA	Outside
Main	5L- Rm. E	GA PreK	2	18	C	20	C	NA	NA	Outside
Main	5R- Rm. H PreK 1	GA PreK	2	17	C	27	C	NA	NA	Centers
Main	6L- Rm. F PreK 3	GA PreK	2	20	C	26	C	NA	NA	Centers
Main	7L- Rm. G PreK 2	Five Year Olds and Six Year Olds and Over	2	18	C	28	C	NA	NA	TV
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: 136						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

Comments

The purpose of today's visit was to conduct a licensing study and to follow up from the previous visit conducted on June 13, 2023

Plan of Improvement: Developed This Date 10/31/2023

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.

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 at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!

Niki Potter, Program Official

Date

Lynn Schnitzer, Regional 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 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)

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-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

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

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Comment

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR)**Not Met****Technical Assistance**

591-1-1-.26(4) - Consultant discussed with the director to ensure that the handle on the gate between the Infant and preschool playground on the right is tightened to prevent gaps.

Correction Deadline: 10/31/2023

Technical Assistance

591-1-1-.26(6) - Consultant discussed with the director to ensure that playground equipment is maintained in good repair.

Correction Deadline: 11/10/2023

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 there was zero to two inches of resilient surfacing under and around the swings on the back right playground and two to three inches of resilient surfacing under and around the swings on the second left playground. Six inches of resilient surfacing is 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: 11/10/2023

Recited on 10/31/2023

Food Service

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

591-1-1-.15 - Please ensure that infant feeding forms are updated every two to three months as required.

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.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

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.

Safety

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

Center does not keep animals on premises.

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

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

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

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**Not Met****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 review of records that staff #11, date of hire unknown, staff #12, date of hire July 24, 2023, staff #16, date of hire August 15, 2011, and staff #21, date of hire October 24, 2023, did not have evidence of two (2) hours of state-approved transportation training on file. Staff #11 participated in field trips on September 7, 2023, September 20, 2023, and October 26, 2023. Staff #12 participated in field trips on September 18, 2023, and October 17, 2023. Staff #16 participated in field trips on September 8, 2023, September 12, 2023, September 19, 2023, and October 26, 2023. Staff #21 participated in field trips on September 7, 2023, September 14, 2023, and September 21, 2023.

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: 11/10/2023

Correction Deadline: 6/14/2023

Corrected on 10/31/2023

.36(7)(c)2. - The previous citation was observed to be corrected. Consultant observed completed checklists for the last weeks of transportation services.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30 - Discussed SIDS and infant sleeping position.

Staff Records

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

Met

Comment

Director provided five files for employees hired since last visit June 13, 2023.

Correction Deadline: 6/13/2023

Corrected on 10/31/2023

.09(1)(a) - The previous citation was observed to be corrected. Consultant observed all staff to have a valid and current satisfactory Comprehensive Records Check Determination on file.

Correction Deadline: 6/13/2023

Corrected on 10/31/2023

.09(1)(c) - The previous citation was observed to be corrected. Consultant observed all staff to have a valid and current satisfactory Comprehensive Records Check Determination on file.

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

Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff hired more than ninety days to be certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training, including initial center orientation, Health and Safety Orientation, and ten hours of annual training for 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)

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 that one staff member was on the playground with ten one-year-old children. A ration of 2:10 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: 10/31/2023

Comment

Adequate supervision observed on this date.