



**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:** 3/21/2024 **VisitType:** Licensing Study

**Arrival:** 11:00 AM

**Departure:** 2:30 PM

**CCLC-56411**

**The Book Academy and Elite Creche' (The Believers Of Ongoing Knowledge)**  
176 Highway 138, Suite 100 Riverdale, GA 30274 Clayton County  
(678) 519-5850 THEBOOKACADEMY106@YAHOO.COM

**Regional Consultant**

Nadia Bernard

Phone: (404) 670-9398

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nadia.bernard@decal.ga.gov

**Mailing Address**

176 HWY 138 suite 100  
RIVERDALE, GA 30274

**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. |
|-----------------------------|--------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03/21/2024                  | Licensing Study                            | Good Standing |                                                                                                                                                                                                                         |
| 09/21/2023                  | Complaint Closure                          | Good Standing |                                                                                                                                                                                                                         |
| 09/21/2023                  | Complaint Investigation & Monitoring Visit | Good Standing |                                                                                                                                                                                                                         |

**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              |
|--------------------------------|-------------------------|------------------------------------|--------------------------------|----------|------|--------------------------------|--------------|------------|--------------|--------------------|
| Building 2                     | Infants & 1s            | One Year Olds and Two Year Olds    | 3                              | 20       | C    | 30                             | C            | NA         | NA           | Nap, Transitioning |
| Total Capacity @35 sq. ft.: 30 |                         |                                    | Total Capacity @25 sq. ft.: 88 |          |      |                                |              |            |              |                    |
| Main                           | B: 1R: Two year olds    | Infants                            | 1                              | 2        | C    | 12                             | C            | NA         | NA           | Floor Play, Nap    |
| Main                           | C: 2L: Front: 3s and 4s | Three Year Olds and Four Year Olds | 2                              | 20       | C    | 21                             | C            | 29         | C            | Transitioning, Nap |
| Main                           | D: 2L Back: School-age  |                                    | 0                              | 0        | C    | 12                             | C            | 17         | C            |                    |
| Total Capacity @35 sq. ft.: 45 |                         |                                    | Total Capacity @25 sq. ft.: 88 |          |      |                                |              |            |              |                    |
| Total # Children this Date: 42 |                         |                                    | Total Capacity @35 sq. ft.: 75 |          |      | Total Capacity @25 sq. ft.: 88 |              |            |              |                    |

| Building   | Playground | Playground Occupancy | Playground Compliance |
|------------|------------|----------------------|-----------------------|
| Building 2 | Playground | 10                   | C                     |
| Main       | PG         | 23                   | C                     |

**Comments**

Plan developed on 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.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.ga.gov](mailto:qualityrated@dec.ga.gov) for more information. Free technical assistance is available!**

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Tabetha Rowe, Program Official

Date

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Nadia Bernard, Regional Consultant

Date



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(Findings Report)

Date: 3/21/2024 VisitType: Licensing Study Arrival: 11:00 AM Departure: 2:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - The consultant discussed with the director to ensure the Center kept current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas.

Correction Deadline: 3/21/2024

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)

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Comment

Records were observed to be complete and well organized.

Evening Care

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|                                             |            |
|---------------------------------------------|------------|
| <b>591-1-1-.32 Staffing/Supervision(CR)</b> | <b>Met</b> |
|---------------------------------------------|------------|

**Comment**

The consultant discussed evening hours procedures with the director.

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|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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|                              |            |
|------------------------------|------------|
| <b>591-1-1-.06 Bathrooms</b> | <b>Met</b> |
|------------------------------|------------|

**Comment**

Bathrooms observed to be clean and well maintained.

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|                                         |            |
|-----------------------------------------|------------|
| <b>591-1-1-.19 License Capacity(CR)</b> | <b>Met</b> |
|-----------------------------------------|------------|

**Comment**

Licensed capacity observed to be routinely met by center.

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|                                                          |            |
|----------------------------------------------------------|------------|
| <b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b> | <b>Met</b> |
|----------------------------------------------------------|------------|

**Comment**

Center appears clean and well maintained.

**Comment**

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

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.26 Playgrounds(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

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|                                                 |            |
|-------------------------------------------------|------------|
| <b>591-1-1-.15 Food Service &amp; Nutrition</b> | <b>Met</b> |
|-------------------------------------------------|------------|

**Comment**

Please ensure that bottles are covered and fully labeled with child's full name.

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.18 Kitchen Operations</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Please ensure that all food items are stored in airtight containers.

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

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|                                                        |            |
|--------------------------------------------------------|------------|
| <b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b> | <b>Met</b> |
|--------------------------------------------------------|------------|

**Comment**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Correction Deadline: 9/21/2023**

**Corrected on 3/21/2024**

**.17(7) - Citation observed to be corrected on this date. Consultant observed proper handwashing on this date.**

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

The Provider currently does not dispense/administer medication.

## 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

Met

#### 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

Center does not participate in field trips at this time.

### 591-1-1-.36 Transportation(CR)

Met

#### Comment

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

#### Comment

Please include address of destinations on transportation checklist.

#### Comment

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

## Sleeping & Resting Equipment

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

Met

#### Comment

Discussed SIDS and infant sleeping position.

#### Comment

Please ensure that cribs/cots are labeled for individual use.

## Staff Records

**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 a review of records that a staff member was present with an expired Comprehensive Records Check Determination.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained.

**Correction Deadline: 3/21/2024****Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on a review of records that a staff member was present with an expired Comprehensive Records Check Determination.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 ensure CRC rules are maintained.

**Correction Deadline: 3/21/2024**

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Director provided six files for employees hired since last visit.

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

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

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**591-1-1-.33 Staff Training****Not Met****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 a review of documents that seven applicable staff members did not complete the ten hours of annual training for the year 2023.

**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: 12/31/2024**

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**591-1-1-.31 Staff(CR)****Met****Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Adequate supervision observed on this date.

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

Center observed to maintain appropriate staff:child ratios.