



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: 11/7/2023 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 9:40 AM **Departure:** 4:15 PM

CCLC-54562

Alphabet Kids Early Care & Learning Academy, LLC

3198 Jodeco Road McDonough, GA 30253 Henry County
 (404) 918-0451 alphakidsecla@gmail.com

Regional Consultant

April Brown

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Mailing Address
 Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
11/07/2023	Incident Investigation/Licensing Study	Good Standing	
08/21/2023	Complaint Closure	Deficient	
08/03/2023	Complaint Investigation 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
Building 1	A	One Year Olds	1	6	C	10	C	NA	NA	Free Play
Building 1	B - 6wks - 9 mths	Infants	2	4	C	6	C	NA	NA	Feeding,Free Play
Building 1	C - 3's	Two Year Olds	2	7	C	13	C	NA	NA	Free Play
Building 1	Classroom F		0	0	C	28	C	NA	NA	
Building 1	D- 4's - 12 years old.	Four Year Olds and Six Year Olds and Over	2	16	C	35	C	49	C	Free Play
Building 1	E- 1's- 2's		0	0	C	10	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 67			Total Capacity @25 sq. ft.: 116			Building @35 capacity limited by Heath Department Limitations		
Total # Children this Date: 33		Total Capacity @35 sq. ft.: 67			Total Capacity @25 sq. ft.: 116					

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Playground A - 6 wks- 2 years	18	C
Building 1	Playground B - 3 -12 years old	103	C

Comments

II/LS was completed on this date.

Plan of Improvement: Developed This Date 11/07/2023

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.decga.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@decga.gov for more information. Free technical assistance is available!

Shanteria Vaughn, Program Official

Date

April Brown, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Consultant discussed with the director to ensure each classroom offers opportunities for each child to make choices in a variety of activities as required.

Correction Deadline: 11/7/2023

Comment

Consultant discussed with the director to ensure staff members provide outdoor activities daily, weather permitting.

Correction Deadline: 11/7/2023

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Technical Assistance

Please ensure the Center Staff maintains 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, intellectual disabilities or developmental disabilities which limit the child's participation in the program.

Correction Deadline: 11/7/2023**Evening Care****591-1-1-.32 Staffing/Supervision(CR)****Met****Comment**

Evening care hours are provided by the center.

Facility**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be met by the center on this date.

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

Please be mindful to keep items that pose a hazard inaccessible to children. Consultant discussed with the director to ensure soft soap is used in each classroom.

Technical Assistance

Please ensure the center is kept clean, free of debris and in good repair as required. Please ensure the vents are free of dust and properly secured in Classroom C, B, D and F.

Correction Deadline: 11/7/2023**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Consultant discussed with the director to ensure vines and or sticks do not protrude through the playground fencing on Playground B.

Correction Deadline: 11/7/2023**Technical Assistance**

Please ensure that playground outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. Consultant discussed with the director to ensure all equipment is free of chipped paint and has smooth surfaces on both wooden structures on Playground B and on the stairway of the red, tan and blue climbing structure.

Correction Deadline: 11/17/2023**Food Service**

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

Center menu meets USDA guidelines on this date.

Comment

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

591-1-1-.18 Kitchen Operations	Met
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Comment

Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Staff stated proper knowledge of diapering procedures on this date.

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

Staff were observed to remind children to wash hands on this date.

591-1-1-.20 Medications(CR)	N/A
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Comment

The center currently does not dispense or administer medication at this time.

Policies and Procedures

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

Program observed to have completed emergency drills as required. Please ensure the review of the emergency plan procedures are completed and documented every six months as required.

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

Observed all required posted notices.

591-1-1-.29 Required Reporting	Met
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Correction Deadline: 11/8/2023

Corrected on 11/7/2023

Correction of citation in that the director stated proper knowledge of required reporting to the Department and will report all required information within 24 hours or the next business day as required.

Safety

591-1-1-.05 Animals	N/A
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Comment

Center does not keep animals on premises at this time.

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

Age-appropriate discussion and redirection observed 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 and completed inspection was observed for the vehicle with tag number ending in L4073 used in transporting children was completed on January 11, 2023. Vehicle with tag number ending in X458 was not in use.

Comment

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

Comment

Rule 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. Consultant discussed with the director to ensure the second seat of the vehicle is covered with a covering due to having a small hole present with exposed foam.

Correction Deadline: 11/8/2023

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Comment**

Discussed SIDS and infant sleeping position with the director and infant staff members on this date.

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation and staff statement an infant was observed to be asleep in a bouncy seat for approximately 30 minutes.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 11/7/2023

Technical Assistance

Please ensure that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags.

Correction Deadline: 11/7/2023

Staff Records

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

Criminal record checks were observed to be complete on this date.

Comment

Director provided four files for employees hired since the last visit which was completed on August 3, 2023.

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

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

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR on this date.

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

Please ensure the center maintains a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation as required.

Correction Deadline: 11/12/2023

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

Documentation observed of required annual staff training for 2022.

Finding

591-1-1-.33(2) requires the initial Center orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. It was determined based on a review of records three staff members did not have a completed orientation form on file as required.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 11/10/2023**Technical Assistance**

Please ensure that 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 as required.

Correction Deadline: 12/7/2023

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.

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios on this date.

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

Adequate supervision observed on this date.

The following information is associated with a Incident Investigation Visit:

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Safety

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

Correction Deadline: 8/21/2023

Corrected on 11/7/2023

Correction of citation in that the director ensured all transportation authorization forms were completed and stored with vehicle transportation logs as required.

Correction Deadline: 8/21/2023

Corrected on 11/7/2023

Correction of citation in that the director reported that center staff and self would pay close attention to accurate logs provided by the parent to ensure the transportation checklists are used and completed accurately as required.

Correction Deadline: 8/21/2023

Corrected on 11/7/2023

Correction of citation in that the director reported that center staff and self would pay close attention to accurate logs provided by the parent to ensure children are dropped off and picked up from the correct location.

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Staffing and Supervision

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

Correction Deadline: 8/21/2023

Corrected on 11/7/2023

Correction of citation in that the director reported that herself and staff members will provide adequate supervision during pickup and drop off of children during transportation.