



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: 8/31/2023 **VisitType:** Licensing Study **Arrival:** 1:10 PM **Departure:** 6:20 PM

CCLC-52324

Suwanee Prep Academy Braselton

59 Charlie Smith Road Braselton, GA 30517 Jackson County
 (706) 684-0063 braselton@suwaneeprepacademy.net

Regional Consultant

Lynn Schnitzer

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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.
08/31/2023	Licensing Study	Good Standing	
04/17/2023	MV POI Follow Up	Good Standing	
03/17/2023	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	Room A	Infants	2	5	C	7	C	NA	NA	Floor Play,Nap,Feeding
Main	Room B	One Year Olds	1	7	C	16	C	NA	NA	Transitioning,Diapering,Nap
Main	Room C	One Year Olds and Two Year Olds	2	14	C	15	C	NA	NA	Diapering,Transitioning,Nap
Main	Room D	Two Year Olds	3	18	C	20	C	NA	NA	Diapering,Transitioning,Nap
Main	Room E	Infants and One Year Olds	1	6	C	12	C	NA	NA	Floor Play,Transitioning
Main	Room F	Three Year Olds and Four Year Olds	2	24	C	26	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 96					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 74					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	14	C
Main	Playground B	164	C

Comments

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

Plan of Improvement: Developed This Date 08/31/2023

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.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!

Brandi Stembridge, 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)

Met

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)**Not Met****Technical Assistance**

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

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 was water under the child's sink in classroom D. Further, the toilet seat was askew on the left side in the girls' restroom and on the right side of the boys' restroom.

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: 9/8/2023**Recited on 8/31/2023****Correction Deadline: 4/17/2023****Corrected on 8/31/2023**

.25(8) - The previous citation was observed to be corrected. Consultant observed electrical outlets to be covered.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

Center menu meets USDA guidelines.

Comment

Consultant observed feeding plans to be updated.

Technical Assistance

591-1-1-.15(3) - Please ensure that bottles are labeled with the child's full name.

Correction Deadline: 8/31/2023

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****Correction Deadline: 8/31/2023****Corrected on 8/31/2023**

.10(3) - The previous citation was observed to be corrected. Consultant observed the center to have sufficient staff to supervise children while a staff member changed children in the adjoining restroom, meeting the intent of the rule.

Technical Assistance

591-1-1-.17(7) - Please ensure that when wipes are used before hand washing, wipes are only used by one individual.

Correction Deadline: 8/31/2023

591-1-1-.20 Medications(CR)**Not Met****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 written authorization to administer an over the counter allergy medication did not include the name of the medication. The medication was administered on June 14, 2023, at 2:30 p.m., and on August 25, 2023, at 10:30 a.m.

Consultant discussed with the provider that in situations where a child has a chronic medical condition which requires that an emergency medication, such as an Epi-Pen, remain on the center's premises, a signed parental authorization must be maintained on site for the medication. The authorization should reflect that the medication is for "Emergency Use Only" and should contain specific information regarding when staff should administer the medication

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 8/31/2023

Organization**591-1-1-.16 Governing Body & License****Not Met****Finding**

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on review of records that the center did not submit an amendment via DECAL KOALA to request that classroom F be divided into two separate classrooms.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 9/5/2023

Recited on 8/31/2023

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

Program observed documentation of complete emergency drills and observed the center to conduct a fire drill.

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

591-1-1-.27 - Please make sure that all required signs are posted and up to date.

Safety

591-1-1-.05 Animals**Technical Assistance****Technical Assistance**

591-1-1-.05(1) - Consultant discussed with the director applying for a waiver for their chicken coop.

Correction Deadline: 8/31/2023

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.

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

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

Comment

Complete documentation of transportation observed.

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)**Not Met****Comment**

Staff stated proper knowledge of infant safe sleep practices.

Finding

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. It was determined based on observation that infants were sleeping in cribs that were adjacent to each other.

POI (Plan of Improvement)

The Center will arrange and place sleeping and resting equipment according to the requirements in the rule; will train Staff; and will monitor for continued compliance.

Correction Deadline: 8/31/2023

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Comment**

Director provided six files for employees hired since last visit April 17, 2023.

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 staff #1, date of hire July 26, 2023, had not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 as 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: 8/31/2023**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 observation that staff #1, date of hire July 26, 2023, did not have a valid and current satisfactory Comprehensive Records Check Determination on file. Staff #1 was observed to be working in classroom F.

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: 8/31/2023

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 90 days to be certified in First Aid and CPR.

591-1-1-.33 Staff Training**Met****Comment**

Documentation observed of required staff training.

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
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Comment

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.