



**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:** 1/27/2025 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:50 AM **Departure:** 6:05 PM

**CCLC-52324**  
**Suwanee Prep Academy Braselton**  
59 Charlie Smith Road Braselton, GA 30517 Jackson County  
(706) 684-0063 braselton@suwaneeacademy.net

Regional Consultant  
Lynn Schnitzer  
Phone: (678) 717-5720  
Fax: (770) 344-5683  
lynn.schnitzer@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** ★ ★

| Compliance Zone Designation |                                           |               | <b>Compliance Zone Designation</b> - 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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|-------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/27/2025                  | Complaint Investigation & Licensing Study | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12/13/2024                  | TA Follow Up                              | NA            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/07/2024                  | TA Follow Up                              | NA            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**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                            | 1     | 5        | C    | 7          | C            | NA         | NA           | Diapering, Floor Play, Nap |
| Main     | Room B | One Year Olds and Two Year Olds    | 2     | 9        | C    | 16         | C            | NA         | NA           | Lunch, Transitioning       |
| Main     | Room C | One Year Olds and Two Year Olds    | 2     | 11       | C    | 15         | C            | NA         | NA           | Lunch                      |
| Main     | Room D | Two Year Olds and Three Year Olds  | 3     | 18       | C    | 20         | C            | NA         | NA           | Transitioning, Lunch       |
| Main     | Room E | Infants and One Year Olds          | 2     | 9        | C    | 12         | C            | NA         | NA           | Lunch                      |
| Main     | Room F | Three Year Olds and Four Year Olds | 3     | 34       | NC   | 26         | NC           | NA         | NA           | Story, Lunch               |

Total Capacity @35 sq. ft.: 96

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 86

Total Capacity @35 sq. ft.: 96

Total Capacity @25 sq. ft.: 0

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

| <b>Enrolled Children</b> |                |                |                |                |                           |                          |
|--------------------------|----------------|----------------|----------------|----------------|---------------------------|--------------------------|
| <b>Under 1 years</b>     | <b>1 years</b> | <b>2 years</b> | <b>3 years</b> | <b>4 years</b> | <b>5 years (Prekonly)</b> | <b>5 years and older</b> |
| 10                       | 19             | 19             | 26             | 23             | 0                         | 8                        |

#### **Comments**

The purpose of today's visit was to conduct a complaint investigation and to follow up from the previous visit conducted on July 16, 2024.

Plan of Improvement: Developed 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.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](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.

---

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](mailto:qualityrated@decga.gov) for more information. Free technical assistance is available!**



**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

**(Findings Report)**

**Date:** 1/27/2025 **VisitType:** Complaint Investigation & Licensing **Arrival:** 10:50 AM **Departure:** 6:05 PM  
**Study**

**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

Phone: (678) 717-5720

Fax: (770) 344-5683

lynn.schnitzer@dec.al.ga.gov

**Mailing Address**

Same

The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

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

**Met**

**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-.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 there were 34 children in Room F. Room F is licensed for 26 children.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 1/28/2025**

**Recited on 1/27/2025**

---

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

**Met**

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

---

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

**Not Met**

**Correction Deadline: 7/26/2024**

**Corrected on 1/27/2025**

**.26(6) - The previous citation was observed to be corrected. Consultant observed the playground equipment to be in good repair.**

**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 the resilient surface measured four inches under the belt swings on playground B. Six inches of resilient surfacing was 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: 2/6/2025**

---

**Food Service**

---

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

**Met**

**Comment**

Consultant observed that infant feeding forms were updated for all enrolled infants.

**Comment**

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

---

**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)**

**Technical Assistance**

**Comment**

Proper diapering procedures observed.

**Technical Assistance**

591-1-1-.10(1) - Consultant discussed with director to ensure that staff turn on the exhaust fans prior to beginning the diaper changing process.

**Correction Deadline: 1/27/2025**

---

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

**Met**

**Correction Deadline: 7/16/2024**

**Corrected on 1/27/2025**

**.17(8) - The previous citation was observed to be corrected. Consultant observed appropriate hand washing 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****Met****Comment**

Center does not keep animals on premises.

---

**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11(2) - Consultant discussed with director to ensure that staff members do not use loud voices or harsh tones when redirection children's behavior.

**Correction Deadline: 1/27/2025**

---

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

Field trip documentation observed to be complete.

---

**591-1-1-.36 Transportation(CR)****Not Met****Comment**

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

**Comment**

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

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the date and time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that center staff did not document the date of school transportation routes conducted to Heroes Elementary School and West Jackson Elementary School on January 13, 2025, January 14, 2025, January 15, 2025, January 16, 2025, January 17, 2025, and January 24, 2024.

**POI (Plan of Improvement)**

The Center will ensure that each date and time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 1/28/2025**

---

**Sleeping & Resting Equipment**

---

---

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

Consultant observed staff to follow infant safe sleep guidelines.

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

Director provided five files for employees hired since last visit July 16, 2025.

**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 member #15, date of hire January 1, 2020, did not submit a records check application to the department and fingerprints to an authorized fingerprinting site when their background check expired on December 3, 2024. Staff member #15 had a comprehensive satisfactory background check dated for May 21, 2022, that had not been ported to the center and was no longer within the portability deadline.

**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: 1/27/2025**

**Finding**

591-1-1-.09(1)(b) requires the Center to ensure that every Director 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 Director 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 staff member #15, date of hire January 1, 2020, had a background check that expired on December 3, 2024. Staff member #15 had a comprehensive satisfactory background check dated for May 21, 2022, that had not been ported to the center, and was no longer within the portability deadline.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The staff member will obtain a new background check on February 2, 2025. The program's owner will 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: 1/27/2025**

**591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

The consultant observed all staff members hired more than 90-days to have evidence of current certification in first aid and CPR on file.

**Technical Assistance**

591-1-1-.14(2) - Consultant discussed with director to ensure that staff renew first aid/CPR certification prior to their previous certification expires.

**Correction Deadline: 2/26/2025**

**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.

---

**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**

Adequate supervision observed on this date.