



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: 9/2/2021 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 12:00 PM

CCLC-54841

Learning Tree Academy

1940 Old Hwy 5 Blue Ridge, GA 30513 Fannin County
 (706) 946-0394 mylearningtreeacademy@gmail.com

Mailing Address
 Same

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@decal.ga.gov

Joint with: Jennifer Salies

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.
09/02/2021	Initial Licensing Study	NA	
			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
Main Building	Downstairs-Room D-School Age	Six Year Olds and Over	1	16	C	36	C	NA	NA	Circle Time
Main Building	Room A-Toddler	One Year Olds and Two Year Olds	2	7	C	14	C	NA	NA	Free Play
Main Building	Room B-Preschool	Three Year Olds	2	9	C	24	C	NA	NA	Centers
Main Building	Room C-Preschool	Four Year Olds and Five Year Olds	1	10	C	9	NC	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 83			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 42			Total Capacity @35 sq. ft.: 83							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Playground	Preschool	24	C
Playground	School Age	26	C
Playground	Toddler	14	C

Comments

An Administrative Review was conducted the week of August 30, 2021. Staff files, children's files, training, and background checks were all reviewed. An in person Initial Licensing Study was conducted on September 2, 2021. The exit conference was conducted virtually on September 9, 2021, at 2:00 pm with the Tiffany Roath. A Temporary License was issued on this date. Facility does carry Liability Insurance. The center will submit an Exemption for the downstairs classroom while on a Temporary License.

Plan of Improvement: To Be Submitted 09/09/2021

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.state.ga.us/CCS/RuleAndRegulations.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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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 New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Tiffany Roath, Program Official	Date
---------------------------------	------

Jennifer Salies, Consultant	Date
-----------------------------	------

Melissa McFarlin, Consultant	Date
------------------------------	------



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: 9/2/2021 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 12:00 PM

CCLC-54841

Learning Tree Academy

1940 Old Hwy 5 Blue Ridge, GA 30513 Fannin County
(706) 946-0394 mylearningtreeacademy@gmail.com

Mailing Address
Same

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

Joint with: Jennifer Salies

The following information is associated with a Initial Licensing Study:

Activities and Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.12(4) - The consultant spoke with the director and the teachers in Room B-Preschool regarding an unsecured shelf against the wall near the children's table area. Staff will ensure all furniture is anchored and fully secured to prevent tipping hazards and injuries to the children in the preschool classroom.

Correction Deadline: 9/2/2021

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

Met

Comment

A visit was conducted on this date, no pools were on the premises.

Comment

A visit was conducted on this date, the Center Director/Administrator stated that the program will not participate in Swimming/water activities, in water measuring two (2) feet in depth or greater. Consultant discussed Swimming/water requirements with Center Director/Administrator, prior to the visit and on this date. Consultant also stated to Center Director/Administrator that prior to participating in Swimming/water activities, in any type of equipment holding water two (2) feet in depth or greater, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming/water activity Rules.

Facility

591-1-1-.19 License Capacity(CR)

Not Met

Comment

The total Licensed capacity of the center measured at 83 children, based on measurements of four (4) of four (4) classrooms, Licensed this date.

.....

.....

.....

.....

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 the consultant's observation, ten (10) children were observed in Classroom C. The consultant spoke with the director and the staff in Classroom C-Preschool classroom about the classroom limitations. The classroom limitations for Classroom C is nine (9) children. Classroom C did not provide 35 square feet of usable space per child. The teacher's desk must be removed to house ten (10) children in Classroom C. The center will ensure the licensed capacities are routinely met.

.....

.....

.....

.....

.....

.....

Correction Deadline: 9/2/2021

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

Met

Comment

A visit was conducted on this date, the center appears clean and well maintained.

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

Not Met

Finding

591-1-1-.26(5) requires that the playground have a surface suitable for varied activities. Hard surfaces (gravel, concrete, paving) shall not exceed one-fourth of the total area. It was determined based on the consultant's observation, the center did not have proper ground layering on the School age, Toddler and Preschool playgrounds, the grounds did not have adequate resiliency and would not prevent injuries. Due to improper ground layering the hard surfaces exceeded one-fourth of the total area.

.....

.....

.....

.....

.....

.....

Correction Deadline: 10/15/2021

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The 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. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation, that the equipment utilized by the preschool children were not age and height appropriate. The equipment used on the Preschool Playground was designed for smaller children, toddlers. It was also determined, that the play equipment on the School Age playground was not age appropriate. The climbing, obstacle course and acrobatic equipment utilized by the children on the School age playground was not in compliance with the rules and regulations by our department and served as a hazard to the children's safety. The play equipment was not positioned at least six (6) feet from other play equipment and the fence, which did not allow the children to safely get on and utilize the equipment while at play.

.....

.....

.....

.....

.....

Correction Deadline: 9/12/2021

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 the consultant's observation, the center did not have an adequate resilient surface beneath the climbing equipment and the fall zone from such equipment on the School Age playground. The center also did not have proper ground layering on the School age, Toddler and Preschool playgrounds, the grounds did not have adequate resiliency and would not prevent injuries.

.....

.....

.....

.....

.....

Correction Deadline: 10/15/2021

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on the consultant's observation that poison oak, spiders and spider webs were present on the School Age playground. Playgrounds should be maintained and free of hazards that may cause injuries to children.

.....

.....

.....

.....

.....

Correction Deadline: 9/2/2021

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

The center will have a written agreement with parents as to the parent's responsibility to provide the child/children with a nutritious sack lunch that meets USDA guidelines. The center will have substitutions for meals that do not meet USDA guidelines. The center will ensure snacks provided meet the USDA guidelines and follow the rules and regulations provided by Bright From the Start.

Technical Assistance

591-1-1-.15(2)(f) - The consultant spoke with the director and the staff in the Toddler classroom about serving one-year-old children string cheese. Per the rules and regulations modified by Bright from the Start Child Care Services in October 2020 regarding food, string cheese is not an appropriate food/ snack for one-year-old children. String cheese serves as a choking hazard and is difficult for children to eat/consume.

Correction Deadline: 9/2/2021**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on the consultant's observation that the changing pad used when diapering children in the Toddler classroom was porous. The changing surface should be smooth, non porous to ensure adequate disinfecting and prevent the spread of contagious diseases.

.....

.....

.....

.....

.....

Correction Deadline: 9/2/2021**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on the consultant's observation, that the hot water was turned off in the classrooms throughout the center. Children were unable to adequately wash their hands with warm water to help prevent germs and the spread of contagious diseases.

.....

.....

.....

.....

Correction Deadline: 9/2/2021

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

A visit was conducted on this date, no children were enrolled in the program or present. Consultant observed Department - approved medication authorization forms that the Center will use as required. The Center Director/Owner stated that the Center does not currently dispense medication. Consultant discussed proper medication documentation and administration procedures with Center Director/Owner, prior to the visit and on this date.

Safety

591-1-1-.05 Animals**Met****Comment**

The turtle in Classroom B-Preschool is maintained clean and appropriately caged.

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

A visit was conducted on this date, the staff was observed to maintain a positive learning environment.

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

The Center Director and Owner stated that the Center will not provide Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to conduct field trips with children. Consultant also stated to Center Director and Owner that prior to conducting Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip checklists/forms and vehicle requirements are met. Further, Consultant stated to enter Director and Owner, that prior to conducting Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Field Trip requirements.

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

The Center Director and Owner stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director and Owner that prior to providing Transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip checklists/forms and vehicle requirements are met. Further, Consultant stated to Center Director and Owner, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip requirements.

Sleeping & Resting Equipment

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

The center will use cots for walking toddlers/ one (1) year old children.

Finding

591-1-1-.30(4). requires 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. It was determined based on the consultant's observation, cots in the Toddler classroom were stored in the bathroom in the shower area with no barrier between the cots and the toilet directly beside the shower area. An adequate barrier between the toilet and the shower area where the cots are stored requires a movable barrier, a vinyl sliding partition or curtains to prevent the spread of contagious diseases.

Correction Deadline: 9/2/2021

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met

Staff # 11

Met

Staff Credentials Reviewed: 2

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

Met

Comment

A visit was conducted on this date, eleven (11) of eleven (11) staff records were observed to have comprehensive satisfactory Criminal Background Check determination letters on file.

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain 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; It was determined based on the consultant's administrative review, that the center failed to maintain complete staff files that include documentation of orientation, applications, CPR and First Aid and required training information for all current staff members.

Correction Deadline: 9/7/2021

591-1-1-.31 Staff(CR)

Met

Comment

A visit was conducted on this date, the 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

Comment

A visit was conducted on this date, the center observed to maintain appropriate staff:child ratios.

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

Met

Comment

A supervision plan was created on this date.

Diapering Supervision Plan

During diapering, an additional Staff person will be present to assist with supervising children, due to wallfacing diapering surfaces located in the Toddler classroom.

Playground Supervision Plan

During all use of the Playground Equipment located on the on the School Age Playground, Center Staff will closely monitor, supervise, provide watchful oversight, and remain within close proximity of children. Staff will also ensure that children use all Playground equipment safely and appropriately, and will provide prompt and timely response to the needs of all children at all times by stationing themselves in various areas of the Playground. Further, Staff will ensure that children use the main designated paths between all Playground equipment to move and transition around the Playground area.

Playground Supervision Plan

Due to the shape of the Preschool playground, Center Staff will closely monitor, supervise, provide watchful oversight, and remain within close proximity of children. Staff will also ensure that children use all Playground equipment safely and appropriately, and will provide prompt and timely response to the needs of all children at all times by stationing themselves in various areas of the Playground. Further, Staff will ensure that children use the main designated paths between all Playground equipment to move and transition around the Playground area.