

**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.dec.state.ga.us

(Cover Sheet)**Date:** 8/6/2025**VisitType:** EX-CAPS-Monitoring**Arrival:** 1:20PM**Departure:** 4:35PM**EX-51816 EXMT-16671 EX-1 - Government
Amana Academy ASEP**285 South Main Street, Alpharetta GA 30009 Fulton
County**Mailing Address****Exemption Unit Consultant**

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
8/6/2025	EX-CAPS-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	, Six and older	2	26	Y	4th through 8th grade (snack, homework, enrichment)
KG1	, Fives, Six and older	2	20	Y	Kindergarten and 1st grade (snack, homework, enrichment)
KG2	, Six and older	1	13	Y	2nd and 3rd (snack, homework, enrichment)
Media Center		0	0	Y	Snack, Homework, Enrichment

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 59

Comments:

The child care program is in compliance with the approved exemption category.

Please refer to the Exemption page of the website, <https://www.decal.ga.gov/CCS/Exemptions.aspx> for information regarding 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

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 user id 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 standard number(s) that you are refuting, add the reason for disagreement regarding the standard 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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The following information is associated with a EX-CAPS-Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

A daily planned program verified

EX-HS-.F**Met****Comment**

Equipment Observed Secured

EX-HS-.Q Swimming Pools & Water-related Activities (CS)**N/A****Comment**

EX-HS-.Q - No Swimming Activities Provided

Children's Records**EX-HS-.C Children's Records (NCP)****Met****Comment**

Observed children's files as required.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

Program operating as approved.

Facility**EX-HS-.B****Met****Comment**

Bathrooms appeared to be clean and disinfected.

EX-HS-.L Physical Plant (CS)**Met****Comment**

Zoning, fire, building approvals observed

EX-HS-.M Playgrounds (CS)**N/A****Comment**

No Playground

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)	N/A
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Comment

No diapered children enrolled

EX-HS-.H Hygiene (NCP)	Met
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Comment

Observed-Staff Remind Children Wash Hand

EX-HS-.I Medications (CS)	N/A
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Comment

Medication not dispensed

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP)	Technical Assistance
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Technical Assistance

EX-HS-.J1(a-i) - requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) The exclusion of children with contagious illness, (b) Notification of parents in the event their child becomes ill while at the facility, (c) The notification of all parents of enrolled children when a reportable contagious illness is present in the facility, (d) The prevention of and response to food and allergic reactions,(e)Emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals, (f) The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding), (g) Recognition and reporting of child abuse and neglect. (h) to include the program's practices regarding the expulsion and suspension of children enrolled for care. (i) A description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children.

a) services to be provided, ages of children served, days and times of operations and days and times closed; b) enrollment and admission requirements specifying Parents' responsibilities for supplying needed information and escorting the child to and from the Program; c) a fee and payment schedule with standard fees, fees related to absences and vacations and other fees such as for transportation and late fees; d) Program's transportation and field trip services; e) administration of medication and Parent notification of adverse reactions to prescribed medication; f) Parental notification in cases of illness/injury and exclusion of sick children; g) Parental notification when a notifiable communicable disease is present; h) handling of medical emergencies; i) meals and snacks served, including guidelines for food brought from child's home; j) access by the Parents to all Program areas used by the child; k) child abuse reporting law requirements; l) behavior management and discipline actions used; m) nondiscrimination statement; (n) Program sponsored religious and cultural activities; and o) diapering, toilet training and feeding procedures for infants and toddlers. It was discussed with the Director on this date to ensure all content required for policies and procedures is added to the handbooks used by the Program.

EX-HS-.T Required Reporting (NCP)	Met
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Comment

No incidents/injuries requiring reporting

Safety

EX-HS-.S	N/A
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Comment

No field trips

EX-HS-.E Discipline (CS)	Met
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Comment

Age-appropriate discipline communicated to staff

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment**EX-HS-.V Safe Sleeping and Resting Requirements (CS)**

N/A

Comment

No safe sleep policies necessary

Staff Records**Records Reviewed: 3****Records with Missing/Incomplete Components: 1**

Staff # 3

Not Met

Date of Hire: 08/01/2011

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

EX-HS-.K**Not Met****Finding**

EX-HS-.K(1)(a-c) requires the program 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: (a) identifying information to include name, date of birth, current address, and current telephone number; (b) evidence of all training required by these standards, which shall include title of training, date of training, trainer's signature, location of training, and number of clock hours obtained; and (c) verification of a satisfactory criminal background check. It was determined based on review of records that the Provider did not have a binder for staff personnel information, of which would include employment application, completed training certificates, criminal background check determination letters, and copies of completed pediatric CPR and first aid certificate verification.

POI (Plan of Improvement)

The program will secure required information for all personnel. The program will ensure that complete information is in the personnel file for all directors, employees, provisional employees, personnel, staff, students-in-training, volunteers, clerical staff, housekeeping staff, maintenance staff, and other support staff. A follow-up will be completed during the next monitoring visit for re-evaluation.

Correction Deadline: 8/15/2025**EX-HS-.N****Met****Comment**

EX-HS-.N(1) - The Program has a Director who is responsible for the supervision, operation and maintenance of the Program and is on the Program's premises.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)**Met****Comment**

EX-HS-.D(1) - Evidence of satisfactory Comprehensive Records Check Determination letters for six out of six staff members.

EX-HS-.G First Aid & CPR (NCP)**Met****Comment**

Observed evidence of pediatric First Aid and CPR for two out of six staff members. It was discussed with the Director on this date that new hires have 45 days from hire date to comply with the completion of pediatric First Aid and CPR training and have verification of the training completion on file.

Technical Assistance

EX-HS-.P(2)(a-l) - requires the initial orientation to include the following subjects:(a) the Program's policies and procedures; the portions of these rules dealing with the care, (b)health and safety of children;(c) the Employee's assigned duties and responsibilities;(d) reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries;(e) Emergency plans; severe weather, loss of electrical power or water, water and death, serious injury or loss of a child, a threatening event or natural disaster which may occur at the program, the program will have procedures for the following, evacuation, relocation, shelter in place, lock down, communication, and reunifications with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions, (f) childhood injury control, (g) the administered of medicine, (h) reducing the risk of Sudden Unexpected Infant Death (SUID), which includes Sudden Infant Death Syndrome (SIDS); (i); hand washing; (j) Fire safety (k) water safety; (l) prevention of HIV/Aids and blood borne pathogens. It was discussed with the Director on this date to develop a document to verify the completion of the Program's initial orientation training.

Finding

EX-HS-.P(3)(a-k) requires each staff member with direct care responsibilities to complete health and safety training and Health and Safety Orientation training. Each staff member with direct care responsibilities shall complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics:

- (a) prevention and control of infectious diseases (including immunization) (b) prevention of sudden infant death syndrome and use of safe sleeping practices;
- (c) administration of medication, consistent with standards for parental consent;
- (d) prevention of and response to emergencies due to food and allergic reactions;
- (e) building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
- (f) prevention of shaken baby syndrome, abusive head trauma and child maltreatment;
- (g) emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility);
- (h) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
- (i) precautions in transporting children;
- (j) recognition and reporting of child abuse and neglect: and
- (k) child development to include all major domains: cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; and approaches to play and learning. It was determined based on review of records that one out of six staff members was missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)

The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates. The Program shall have the one out of four staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department. A follow-up will be completed during the next monitoring visit for re-evaluation.

Correction Deadline: 8/15/2025

Comment

It was observed on this date that the Program had six out of six staff members complete 10 additional hours of child-related training.

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS)

Met

Comment

Observed-Adequate Supervision