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: 3/23/2023 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:45 PM

CCLC-54916
Ellenwood Academy 7

483 Walker Drive McDonough, GA 30253 Henry County
(404) 375-7193 ellenwoodacademy7@gmail.com

Regional Consultant
April Brown
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Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
03/23/2023	Licensing Study	Good Standing
12/13/2022	Monitoring Visit	Good Standing
05/12/2022	Monitoring Visit	Good Standing

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.

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 A	A- 3mth -2yrs		0	0	C	13	C	NA	NA	Story
		Total Capacity @35 sq. ft.: 13			Total Capacity @25 sq. ft.: 0					
Building B	B (3-12 Years)	Infants and One Year Olds and Two Year Olds	2	13	C	25	C	NA	NA	Story
Building B	C (3-12 Years)	Three Year Olds and Four Year Olds	1	16	NC	25	C	NA	NA	Outside
		Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 29		Total Capacity @35 sq. ft.: 63			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Building A	A (3mth-2 Years)	30	C
Building B	B (3-12 Years)	213	C

Comments
Licensing study completed on this date.

Plan of Improvement: Developed This Date 03/23/2023

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.decal.ga.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)

QUALITY RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

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 a1 855-800-7747 or qualityrated@decal.ga.gov for more information. Free techincal assistance is available!

Dannette Harvey Miller, Program Official	Date	April Brown, Consultant	Date

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(Findings Report)

Date: 3/23/2023 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities — **Technical Assistance**

Technical Assistance
Please ensure individual attention is provided to each child by responding promptly to the child's distress signals and need for comfort. Consultant discussed with the director to ensure all children's noses are cleaned promptly in Building B (Classroom B) as required.

Correction Deadline: 3/23/2023

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

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

Technical Assistance
Please ensure Building B (Classroom C) has a variety of age-appropriate toys and play materials be available, stored on low, open shelves accessible to children in each room or assigned area as required.

Correction Deadline: 4/22/2023

591-1-1-.35 Swimming Pools & Water-related Activities(CR) — **N/A**

Comment
Center does not provide swimming activities at this time.

Children's Records

Records Reviewed: 5 **Records with Missing/Incomplete Components: 4**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

Records Reviewed: 5 **Records with Missing/Incomplete Components: 4**

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

591-1-1-.08 Children's Records **Not Met**

Finding
591-1-1-.08(1) requires the Center Staff to maintain 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. It was determined based on a review of records three out of five children's files were incompleted in that they were missing parent's work numbers, work addresses, and release person's address.

POI (Plan of Improvement)
Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 3/27/2023

Finding
591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on staff statement and observation children in care were not signed in and out daily by the parent or authorized person as required.

POI (Plan of Improvement)
The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 3/23/2023

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) **Not Met**

Finding
591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation the following hazards were accessible to children in care:
* Baby wipes, Aquaphor healing ointment, and vaseline labeled, "keep out of reach of children" were located in children's bookbags in the cubby area in Building B (Classroom B).
* Dial soap labeled, "keep out of reach of children" was located in the children's bathroom on the sink in Building B (Classroom B) and in Building B (Classroom C) on top of the counter.

POI (Plan of Improvement)
The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/23/2023

Technical Assistance
Please ensure the center is kept clean, free of debris and in good repair as required. Consultant discussed with the director to repair the small holes surrounding the tissue holder in the children's bathroom in Building B (Classroom B).

Correction Deadline: 3/23/2023

591-1-1-.26 Playgrounds(CR) **Not Met**

Technical Assistance
Please ensure the playgrounds are protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Consultant discussed with the director to repair the broken lattice surrounding the porch area on Playground A and ensure the fence surrounding Playground B is in good repair as it appeared to be buckled on the right entrance of the playground.

Correction Deadline: 3/23/2023

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 three inches of mulch was observed surrounding the wooden climbing structure and in front of the curvy slide attached to the wooden climbing structure on Playground B instead of six inches of resilient surface which 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: 4/2/2023

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 observation the following hazards were present:
* Sticks were throughout the area on Playground B.
* The pvc pipes surrounding the playground equipment was detached and cracked on the ends on Playground B.
* Two tree stumps were protruding through the ground beside the pvc pipes which surrounding the playground equipment on Playground B. A hole was in one tree stump which posed as an entrapment hazard.

POI (Plan of Improvement)
The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 3/30/2023

Food Service

591-1-1-.15 Food Service & Nutrition — Not Met

Finding
591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a te. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on staff statement and observation the infant bottles were not labeled with the individual child's name and were not refrigerated at a temperature of forty (40) degrees Fahrenheit or less daily as required.

POI (Plan of Improvement)
The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 3/23/2023

Finding
591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on staff statement and observation the center did not have menus created or posted in the center as required.

POI (Plan of Improvement)
The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 3/23/2023

591-1-1-.18 Kitchen Operations — Met

Comment
Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Comment
Staff stated proper knowledge of diapering procedures on this date.

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 observation children's hands were not washed with liquid soap and warm running water upon re-entering the child care area after outside play in Building B (Classroom B) and when there was contact with bodily fluids (after nose cleaning) in Building B (Classroom B and Classroom C) as required.

POI (Plan of Improvement)
The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance. Staff members will complete a handwashing training approved through the Dept. by March 30, 2023.

Correction Deadline: 3/23/2023

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

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

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding
591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records the center did not have evidence of drills for fire, tornado, and other emergency situations as required.

POI (Plan of Improvement)
The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 3/28/2023

Finding
591-1-1-.21(1)(p) requires the Center to have 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 Center; to 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 include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on a review of records the center did not have the written plan for handling emergencies as required.

POI (Plan of Improvement)
The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 3/28/2023

591-1-1-.29 Required Reporting **Met**

Comment
Discussed reporting requirements with the director on this date.

Safety

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

Comment
Center does not keep animals on premises on this date.

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

Comment
Age-appropriate discussion and redirection observed on this date.

591-1-1-.13 Field Trips(CR) **N/A**

Comment
Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) N/A

Comment
Center does not provide routine transportation at this time.

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. Please ensure the infant safe sleep form is completed as required for infant in care.

Finding
591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on observation the infant crib sheet was not tight-fitted as required. Additionally, the crib mattress was not non-porous as required.

POI (Plan of Improvement)
The center will ensure that a crib mattress is firm, tight-fitting without gaps. The crib sheet was discarded and a tight fitted one was placed on the crib mattress. Another crib mattress will be ordered.

Correction Deadline: 3/23/2023

Staff Records

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

Comment
Director provided two files for employees hired since the last visit which was completed on December 13, 2022.

Technical Assistance
Please ensure portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

Correction Deadline: 3/23/2023

591-1-1-.14 First Aid & CPR Not Met

Finding
591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records the center did not have at least fifty percent (50%) of the caregiver staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid (hands on and in person) as required.

POI (Plan of Improvement)
The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 4/22/2023

Finding
591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records six staff members including the director did not complete hands on / in person CPR and First Aid within the first 90 days of employment as required.

POI (Plan of Improvement)
The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 4/22/2023

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

Comment
Documentation observed of required annual staff training for 2022.

Finding
591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records five staff members and the director did not have written documentation of the required orientation checklist.

POI (Plan of Improvement)
The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 3/27/2023

Finding
591-1-1-.33(4) requires 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. It was determined based on observation the director and cook did not complete the four hour nutrition training as required.

POI (Plan of Improvement)
The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 4/22/2023

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

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) **Not Met**

Finding
591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation Building B was out of compliance with staff:child ratios in that the ratio was 1:16 with four, three-year-olds and 12, four-year-olds instead of a ratio of 2:16 which was required.

POI (Plan of Improvement)
The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 3/23/2023

591-1-1-.32 Supervision(CR) **Technical Assistance**

Technical Assistance
Please ensure that children are supervised at all times. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm’s length away from children thirty-six (36) months of age and younger as required.

Correction Deadline: 3/23/2023