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: 10/2/2023 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 11:10 AM **Departure:** 5:00 PM

CCLC-56568
Ivywood Academy - Snellville
2931 West Main St, Hwy 78 Snellville, GA 30078 Gwinnett County
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Lead Consultant
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Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
10/02/2023	Complaint Investigation & Monitoring Visit	Good Standing
03/16/2023	Complaint Closure	Good Standing
03/16/2023	Complaint Investigation Follow Up	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
Main	A1L- 2's	One Year Olds and Two Year Olds and Three Year Olds	1	6	C	18	C	NA	NA	Nap
Main	B2L- 1's		0	0	C	11	C	NA	NA	
Main	C-LR Infants	Infants and One Year Olds	2	5	C	11	C	NA	NA	Feeding,Nap
Main	D1R- 's	Three Year Olds	1	15	C	23	C	NA	NA	Outside,Transitioning
Main	E2R-4 and up		0	0	C	20	C	NA	NA	
Main	F -PreK Back Bldg		0	0	C	22	C	NA	NA	
Main	G-PreK- Back Bldg		0	0	C	31	C	NA	NA	
		Total Capacity @35 sq. ft.: 136			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 26		Total Capacity @35 sq. ft.: 136			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Lower - Preschool-School age	132	C
Main	Preschool-ASAP	260	C
Main	Toddler	56	C

Comments
Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, if there are any outbreaks/clusters of positive COVID-19 cases immediately and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select “Notifiable Communicable Diseases” to report closures for COVID cases.

You must be sure to enter all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays etc…) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Please ensure that director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

For centers conducting or planning on conducting transportation, please remember that the transportation training certificates must be completed prior to participating in transportation and renewed every two years for everyone, including the director. Please ensure that directors ensure that they also complete the transportation training upon being hired at the center. Please ensure to contact your consultant for guidance if you have not been conducting transportation and plan on conducting transportation.

Provided updated orientation checklist.

Share information regarding the indicator manual.

The provider downloaded the updated Transportation forms including sample as of October 1, 2023, to begin using immediately.

Plan of Improvement: Developed This Date 10/02/2023

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!**

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(Findings Report)

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR) **Not Met**

Comment
A variety of equipment and toys were observed throughout the center.

Finding
591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that a high chair and feeding chair were missing their straps.

POI (Plan of Improvement)
The Center will ensure that equipment and furniture are used by the age-appropriate group of children. They will remove the seats from the classroom.

Correction Deadline: 10/2/2023

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

Comment
Center does not provide swimming activities.

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**

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 that the following hazards were observed to be accessible:
-A-1L: In an unlocked cabinet under the diaper changing table, pet stain odor, plastic trash bags and a bottle with cleaning solution were accessible. Also, a plastic grocery bag was observed in a child's bag.
-D1R: Wipes Package, plastic trash bags, and two staplers were observed accessible in an unlocked drawer. There was also a plunger observed in the girls' bathroom.
-E2R: There was a plunger observed in the girls' bathroom.

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. Staff removed some of the items during the visit.

Correction Deadline: 10/2/2023

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 the following items were in need of repair:
-C-LR: There was a water stain observed on the ceiling near the window upon entering the classroom, and the ceiling was also observed to have paint chipping near the first light from left to right.
-D1R: There were two water stained tiles observed in the ceiling.
-E2R: There was a metal piece observed to be detached on the border near the door exiting outside.

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: 10/6/2023

Finding
591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on observation that the door to a room not approved for child care in the D1R classroom was observed to be unlocked.

POI (Plan of Improvement)
The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 10/2/2023

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

Comment
Discussed maintenance of resilient surface. Please fluff and redistribute.

Finding
591-1-1-.26(4) requires that playgrounds be 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. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the bottom of the wired fence in the second section on the toddler playground was observed to be detached at the bottom. It measured at two feet and nine inches long.

POI (Plan of Improvement)
The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 10/6/2023

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 that the following items were in need of repair on the playground:
-Preschool-ASAP: There was a missing board on the side of the ramp near the swing on the right side which created a four inch gap. Also, the fifth board was observed to be loose on both sides. The metal seat near the four swings was observed to be detached on the left side. The bushes were observed to be growing through the fence near the four swings and to the right.
-Toddler: There was a green hose near the small red ramp that was accessible to the children. The screen on the third window to the school age building was observed to be in need of repair.

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: 10/6/2023

Health and Hygiene

591-1-1-.07 Children's Health **Not Met**

Finding
591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on observation that there were three children observed to have attachments on their pacifier. One child was observed to be asleep with the pacifier attachment.

POI (Plan of Improvement)
The Center will instruct Staff regarding this safety requirement. The teacher will make sure that the teacher will remove the attachments and will have monthly meeting reminders to the teachers and will let the parents know as well.

Correction Deadline: 10/2/2023

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

Comment
Staff state proper knowledge of diapering procedures.

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

Comment
Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR) **Not Met**

Comment
The Provider currently does not dispense/administer medication.

Finding
591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that in a child's bag in the E2R classroom, Mupirocin ointment was observed to be accessible. Also, in the D1R classroom, Antacid and pain relief were observed to be accessible in an unlocked drawer.

POI (Plan of Improvement)
The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met. Will send out a memo to the parents as of October 3, 2023, that no bags are allowed except for infants.

Correction Deadline: 10/2/2023

Safety

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

Comment
Age-appropriate discussion and/or redirection observed.

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

Finding
591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that several seats on vehicle TDU 8475 were observed to be in need of repair. The first left seat had a hole in the seat back, the second left and right seat, had exposed foam on the side, the third right seat, had exposed foam on the side and the second left seat, had exposed foam near the seat belt buckle.

POI (Plan of Improvement)
The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards. Will put a ticket in tomorrow to have the repairs made for the seats but will temporarily use tape to repair the seats.

Correction Deadline: 11/3/2023

Finding
591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on observation that there were two children missing their transportation agreement forms and were being transported during the week of September 18 and September 25, 2023.

POI (Plan of Improvement)
The Center will obtain the required written parental authorization. Will have the parents complete the two forms tonight. Going forward will ensure that all children being transported will have forms completed.

Correction Deadline: 10/3/2023

Finding
591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of transportation records, that three of eight children did not have their physician's information completed on their medical emergency form.

POI (Plan of Improvement)
The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle. Have the parent to complete the information on the medical emergency form.

Correction Deadline: 10/3/2023

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Technical Assistance**

Technical Assistance
591-1-1-.30(1)(b)1 - Please ensure that mats are replaced and tape no longer used to repair mats.

Correction Deadline: 10/2/2023

Staff Records

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

Comment
Criminal record checks were observed to be complete.
-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10-year work history form in order to determine any breaks in service from the childcare industry.
-Please ensure that all staff, volunteers, independent contractors, substitutes etc…has their records check electronically ported to the center’s list in KOALA before being present at the facility.
-Please ensure that records checks are redone if there is a six-month (180 calendar days) break in service from the childcare industry.
-Please also ensure that satisfactory records checks are updated before the expiration date.
-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center or home.
-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

Comment
Director provided six files for employees hired since last visit.

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**

Comment
Center observed to maintain appropriate staff:child ratios.

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

Comment
Adequate supervision observed on this date. Discussed the supervision rule which states: 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.