



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

Cover Sheet

Date: 5/19/2022 **VisitType:** Licensing Study

Arrival: 12:15 PM

Departure: 1:45 PM

CCLC-51385

The Norman Academy

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 (912) 256-2177 thenormanacademyllc@gmail.com

Regional Consultant

Jerica Davis

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Mailing Address

Same

Quality Rated: No

| <u>Compliance Zone Designation</u> | | | 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. |
|------------------------------------|------------------|---------------|--|
| 11/19/2021 | Monitoring Visit | Good Standing | |
| 03/24/2021 | Licensing Study | Good Standing | |
| 10/27/2020 | Monitoring Visit | Good Standing | |
| | | | |

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 | A | Three Year Olds and Four Year Olds | 1 | 9 | C | 14 | C | NA | NA | Nap |
| Main | B | One Year Olds and Two Year Olds and Three Year Olds | 1 | 64 | C | 16 | NC | NA | NA | Nap |
| Total Capacity @35 sq. ft.: 30 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 73 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | A | 21 | C |

Comments

An in-person Licensing Study was conducted on May 19, 2022. Information for the Virtual Administrative Review was left with the director. All Administrative Review documents must be uploaded to DECAL KOALA by May 26, 2022.

An administrative Review was completed on , 2022. The visit report was completed and emailed to the director on this date.

Plan of Improvement: Developed This Date 05/19/2022

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/Regulations.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



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@dec.state.ga.us for more information. Free technical assistance is available!

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)

Francine Norman-Jackson, Program Official

Date

Jerica Davis, Consultant

Date



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Findings Report

Date: 5/19/2022 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1.12 Equipment & Toys(CR)

Met

Comment

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

591-1-1.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

| | |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

591-1-1.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

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)**Technical Assistance****Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children. Please ensure items including toilet brushes and brooms are stored inaccessible to children.

Technical Assistance

Please ensure all floor coverings be tight, smooth, free of odors and washable or cleanable. Please inspect the flooring in the three-year-old bathroom to ensure it is smooth.

Correction Deadline: 6/18/2022

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

Please ensure that the area under the ramp and stairs are secured to prevent access to children.

Correction Deadline: 5/19/2022

Technical Assistance

Please ensure that the wooden enclosure around the mulch area is secured and does not posing a trip hazard.

Correction Deadline: 5/29/2022

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 playground hazards were observed:

- On the far right side of the playground, the grass was in need of being cut and thorny vines were present.
- There was many cups and other small trash items observed throughout the playground area.
- The landscape black landscape tarp was observed coming up in the mulch area and posed a potential trip 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: 5/19/2022

Food Service

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Technical Assistance****Technical Assistance**

Please ensure that all food items are stored in airtight containers.

Health and Hygiene

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Not Met****Comment**

Proper hand washing observed throughout the center.

Finding

591-1-1-.17(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that two of three potty chairs were soiled with urine in them and were not emptied in a flush toilet after each use and cleaned with a disinfectant as required.

POI (Plan of Improvement)

The Center will instruct staff to ensure the sanitary use of potty chairs and sinks.

Correction Deadline: 5/19/2022

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Program observed complete emergency drills

Safety

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Technical Assistance

To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. Please ensure all children are placed head to toe during nap time.

Correction Deadline: 5/19/2022

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 0**

Staff # 1**Met**

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Date of Hire: 11/01/2021

Staff # 2

Met

Date of Hire: 10/08/2021

Staff # 3

Met

Date of Hire: 02/19/2019

Staff # 4

Met

Date of Hire: 07/19/2019

Staff # 5

Met

Date of Hire: 11/06/2021

Staff # 6

Met

Date of Hire: 09/22/2015

Staff # 7

Met

Date of Hire: 02/25/2022

Staff Credentials Reviewed: 1

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided two files for employees hired since the last visit.

591-1-1-.14 First Aid & CPR

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Correction Deadline: 1/1/2022

Corrected on 5/19/2022

.33(5) - This citation was observed to have been corrected on this date. The required staff had completed 10 or more annual training hours for the 2021 calendar year as required.

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.