



**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: 8/24/2021 **VisitType:** Monitoring Visit

Arrival: 12:00 PM

Departure: 1:30 PM

CCLC-39104

Duncan Creek Academy

2064 Pine Road Dacula, GA 30019 Gwinnett County
(770) 831-1505 npotter@duncancreekacademy.com

Regional Consultant

Beth Holland

Phone: (404) 478-8075

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beth.holland@dec.al.gov

Mailing Address

Same

Quality Rated:

Compliance Zone Designation		
08/24/2021	Complaint Investigation & Monitoring Visit	Good Standing
01/27/2021	Licensing Study	Good Standing
09/11/2020	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
Main	1R-Rm. L		0	0	C	13	C	NA	NA	
Main	2L- Rm. B		0	0	C	20	C	NA	NA	
Main	2R- Rm. K		0	0	C	18	C	NA	NA	
Main	3L- Rm. C		0	0	C	18	C	NA	NA	
Main	3R- Rm. J		0	0	C	21	C	NA	NA	
Main	4L- Rm. D		0	0	C	15	C	NA	NA	
Main	4R- Rm. I		0	0	C	20	C	NA	NA	
Main	5L- Rm. E		0	0	C	20	C	NA	NA	
Main	5R- Rm. H	PreK 1	0	0	C	27	C	NA	NA	
Main	6L- Rm. F	PreK 3	0	0	C	26	C	NA	NA	
Main	7L- Rm. G	PreK 2	0	0	C	28	C	NA	NA	
Main	Rm. A- 1L		0	0	C	10	C	NA	NA	

Total Capacity @35 sq. ft.: 236

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 0

Total Capacity @35 sq. ft.: 236

Total Capacity @25 sq. ft.: 0


Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Infant/toddler	54	C
Main	B - School Age	87	C
Main	C-Preschoolers	49	C
Main	D-Infant-Toddler	14	C
Main	E- Playground	31	C

Comments

Complaint investigation completed by phone due to the COVID-19 pandemic.



Plan of Improvement: Developed This Date 08/24/2021

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/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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

Niki Potter, Program Official

Date

Beth Holland, Consultant

Date



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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)

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.

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

591-1-1-.25 - A virtual visit was conducted due to the Covid-19 pandemic. The director will identify all hazardous items and keep them in a locked area inaccessible to children.

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

Technical Assistance

Technical Assistance

591-1-1-.26 - Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.).
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

Health and Hygiene

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

Staff stated proper handwashing procedures on this date.

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

Comment

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.11 Discipline(CR) **Technical Assistance**

Technical Assistance

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

Comment

Center does not participate in field trips at this time.

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

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 08/10/2020

Staff # 2 Met

Staff # 3 Met

Staff # 4 Met

Date of Hire: 06/06/2017

Staff # 5 Met

Date of Hire: 11/20/2019

Staff # 6 Met

Records Reviewed: 13

Records with Missing/Incomplete Components: 0

Date of Hire: 11/20/2018

Staff # 7 Met

Date of Hire: 01/19/2016

Staff # 8 Met

Staff # 9 Met

Staff # 10 Met

Date of Hire: 04/01/2017

Staff # 11 Met

Staff # 12 Met

Staff # 13 Met

Staff Credentials Reviewed: 4

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

Comment

Director provided three files for employees hired since last visit on January 27, 2021.

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

Appropriate staff:child ratios were discussed with director on this date. Ratios were not documented on this date

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

Comment

The consultant discussed staff being attentive and participating with all children during mealtime and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.