



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: 9/27/2022 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 2:30 PM

CCLC-51202

Oak Leaf School

152 Longview Road Fayetteville, GA 30214 Fayette County
 (770) 892-5956 nwalton@oakleafschool.com

Regional Consultant

Yolanda Harris

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Fax:

yolanda.harris@dec.al.ga.gov

Mailing Address

289 Jonesboro Road Ste.472
 McDonough, GA 30253

Quality Rated: ★ ★

| Compliance Zone Designation | | | 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. |
|------------------------------------|--|---------------|--|
| 09/27/2022 | Licensing Study | Good Standing | |
| 02/21/2022 | Complaint Closure | Good Standing | |
| 01/27/2022 | Complaint Investigation & 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 | 1st Left | One Year Olds and Two Year Olds | 2 | 6 | C | 9 | C | NA | NA | Story,Free Play | |
| Main | A 3-12 | Three Year Olds and Four Year Olds | 1 | 6 | C | 18 | C | NA | NA | Centers,Free Play | |
| Main | B Two's | | 0 | 0 | C | 10 | C | NA | NA | Not In Use | |
| Main | C Infant | Infants | 1 | 4 | C | 12 | C | NA | NA | Nap,Floor Play | |
| Total Capacity @35 sq. ft.: | | | | | 49 | Total Capacity @25 sq. ft.: | | | | | 0 |

Total # Children this Date: 16 Total Capacity @35 sq. ft.: 49 Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|----------------|----------------------|-----------------------|
| Main | Infant/Toddler | 14 | C |
| Main | School-Age | 35 | C |

Comments

Licensing Visit was completed on September 27, 2022. The Admin review was Completed on September 27, 2022.

Plan of Improvement: No Plan Developed

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/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



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)

Noni Walton, Program Official

Date

Yolanda Harris, Consultant

Date



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Findings Report

Date: 9/27/2022 **VisitType:** Licensing Study

Arrival: 10:10 AM

Departure: 2:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Comment

Discussed adding equipment and toys to enhance variety.

Technical Assistance

591-1-1-.12(4) - Please ensure equipment is stable and secure.

Correction Deadline: 9/27/2022

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**

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

| |
|-----------------|
| Facility |
|-----------------|

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

Comment

Please monitor bathrooms for necessary supplies.

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)**Met****Comment**

Center appears clean and well maintained.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

Technical Assistance

591-1-1-.26(3) - Please ensure that there is a procedure in place for the playground route going to the play area.

Correction Deadline: 10/27/2022

Technical Assistance

591-1-1-.26(4) - Please ensure that the fencing area have no gaps or wholes accessible to the children.

Correction Deadline: 9/27/2022

Technical Assistance

591-1-1-.26(9) - Please ensure that the teachers check the playground area before the children enter the play area.(for trash, rocks, limbs, etc)

Correction Deadline: 9/27/2022

| |
|---------------------|
| Food Service |
|---------------------|

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations **Met**

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Hand washing requirements for diapering were discussed with the director on this date.

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

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

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Comment

Field trip documentation observed to be complete.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

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.

Staff Records

Records Reviewed: 8**Records with Missing/Incomplete Components: 0**

| | |
|--------------------------|---|
| Staff # 1 | Met |
| Date of Hire: 08/17/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 2 | Met |
| Date of Hire: 08/29/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 3 | Met |
| Date of Hire: 09/26/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 4 | Met |
| Date of Hire: 08/04/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 5 | Met |
| Date of Hire: 11/12/2020 | |
| Staff # 6 | Met |
| Staff # 7 | Met |
| Staff # 8 | Met |
| Date of Hire: 09/30/2021 | |

Staff Credentials Reviewed: 2

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

Criminal record checks were observed to be complete.

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment

Criminal records checks were observed to be complete.

Comment

Director provided four file(s) for employees hired since last visit.

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

Comment

Complete first aid kits observed in center and on vehicles.

Comment

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

591-1-1-.33 Staff Training **Met**

Comment

Documentation observed of required staff training.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

Discussed combining children of mixed ages.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

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

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.