



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: 6/16/2022 **VisitType:** Licensing Study

Arrival: 10:10 AM **Departure:** 11:05 AM

CCLC-39177

Shannon Academy

355 FREEMAN ROAD Forsyth, GA 31029 Monroe County
 (478) 994-6639 tshannon12@yahoo.com

Mailing Address

P. O. BOX 5673
 FORSYTH, GA 31029

Regional Consultant

Laura Johnson

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Joint with: Lisa Pitts

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.
06/16/2022	Licensing Study	Good Standing	
07/26/2021	POI Follow Up	Good Standing	
05/28/2021	Complaint Closure	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: Entrance	Four Year Olds and Five Year Olds	1	5	C	10	C	15	C	Art
Main	B: Upper Front Left	Two Year Olds and Three Year Olds	1	5	C	6	C	9	C	Art
Main	C: Upper Right (Off Kitchen)		0	0	C	4	C	NA	NA	
Main	D: Upper Back Left		0	0	C	3	C	NA	NA	
Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 31							
Total # Children this Date: 10			Total Capacity @35 sq. ft.: 23							
			Total Capacity @25 sq. ft.: 31							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	52	C

Comments

Plan of Improvement: Developed This Date 06/17/2022

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)

Tina Shannon, Program Official

Date

Laura Johnson, Consultant

Date

Lisa Pitts, Consultant

Date



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Findings Report

Date: 6/16/2022 **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)

N/A

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

Technical Assistance

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, mental retardation or developmental disabilities which limit the child's participation in the program.

The Director will ensure that all children's enrollment forms will include the address for all the person(s) to whom the child may be released.

Correction Deadline: 6/16/2022

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Technical Assistance**

591-1-1-.06(7) - The consultant spoke with the Director about ensuring that bathrooms are cleaned daily and monitored for necessary supplies.

Correction Deadline: 6/16/2022

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(13) - The consultant spoke with the Director about adding a lock to the cabinet under the sink in the back bathroom to ensure that office supplies are kept out of reach of the children in care.

Correction Deadline: 6/16/2022

591-1-1-.26 Playgrounds(CR)**Not Met****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 there was a four-inch gap between the gate and fence panel on the left side of the playground posing a potential entrapment hazard. Additionally, the left gate had three screws measuring more than two treads in length and the gate was less than four-inches in height.

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: 7/7/2022

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that four swings had chains that were rusty posing a potential hazard to the children in care.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 7/7/2022

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 a grill, rake, and shovel were present on the screened in porch on the playground and not inaccessible to the children in care as required. Additionally, the screen on the back porch was torn with staples from an exposed board presenting a potential hazard to the children in care.

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: 6/30/2022

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(1) - The consultant spoke with the Director about ensuring that milk is not served past the expiration date no matter if the milk has been frozen or not. All milk present at the center on this date had an expiration date prior to the current date. The Director stated that the milk had been frozen and stated that she would not serve the milk to the children. The Director stated that she would have someone deliver milk to serve to the children for lunch.

Correction Deadline: 6/16/2022

Finding

591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. It was determined based on observation that all milk present at the center on this date had an expiration date prior to the current date.

POI (Plan of Improvement)

Center will ensure no milk is served to children past the expiration date on the milk. Center Staff will prepare menus and/or serve foods that meet the USDA guidelines and will offer and serve seconds to children.

Correction Deadline: 6/16/2022

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

591-1-1-.18(8) - The consultant spoke with the Director about ensuring that food is not stored on the floor and is put away in proper food storage areas.

Correction Deadline: 6/16/2022

Health and Hygiene

591-1-1.10 Diapering Areas & Practices(CR)	Met
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Comment

No children enrolled who require diapering. Program does not provide care for diapering children.

591-1-1.17 Hygiene(CR)	Met
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Comment

Proper hand washing observed throughout the center.

591-1-1.20 Medications(CR)	N/A
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Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1.21 Operational Policies & Procedures	Met
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Comment

Program observed complete emergency drills

Safety

591-1-1.05 Animals	N/A
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Comment

Center does not keep animals on premises.

591-1-1.11 Discipline(CR)	Met
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Comment

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

591-1-1.13 Field Trips(CR)	Met
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Comment

Center does not participate in field trips at this time.

591-1-1.36 Transportation(CR)	Met
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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)	Not Met
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Finding

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on observation that all the rest mats had holes with exposed foam and not in good repair, washable, covered with a waterproof material as required.

POI (Plan of Improvement)

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

Correction Deadline: 7/7/2022

Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 04/04/1994

Staff # 2

Not Met

Date of Hire: 03/09/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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.

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

Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that one employee had not completed the ten hour health and safety orientation training within their first 90 days of employment as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 7/22/2022

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
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Comment

Center observed to maintain appropriate staff:child ratios.

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

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