



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: 5/4/2022 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 4:00 PM

CCLC-39613

Storybrook Academy

4249 Falcon Pkwy Flowery Branch, GA 30542 Hall County
 (770) 965-1414 storybrookacademylllp@gmail.com

Regional Consultant

Kelly Jones

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Mailing Address

Same

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.
05/04/2022	Monitoring Visit	Good Standing	
12/28/2021	Licensing Study	Good Standing	
06/15/2021	Monitoring Visit	Good Standing	
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	A - 1R	Infants and One Year Olds	3	12	C	12	C	NA	NA	Nap,Free Play,Feeding	
Main	B - 2R	GA PreK	2	14	C	21	C	NA	NA	Clean Up,Transitioning	
Main	C - 3R	Two Year Olds	2	19	C	19	C	27	C	Nap	
Main	D - 4R	GA PreK	2	22	C	25	C	35	C	Transitioning	
Main	E - 4L	Four Year Olds	1	12	C	15	C	NA	NA	Transitioning	
Main	F -3L	Three Year Olds and Four Year Olds	2	13	C	15	C	NA	NA	Transitioning,Clean Up	
Main	G - 2L	One Year Olds	1	8	C	16	C	NA	NA	Nap	
Total Capacity @35 sq. ft.: 120					Total Capacity @25 sq. ft.: 120			Building @35 capacity limited by Heath Department Limitations			
Total # Children this Date: 100			Total Capacity @35 sq. ft.: 120			Total Capacity @25 sq. ft.: 120			Building @25 capacity limited by Heath Department Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - 1R	14	C
Main	B - 2R	33	C
Main	C - Rear	107	C
Main	D - 2L	41	C
Main	E - 1L	21	C

Comments

The Consultant completed the exit conference via telephone and a copy of the monitoring visit report was electronically emailed to the Program.

Plan of Improvement: Developed This Date 05/04/2022

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.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



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@decal.ga.gov 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)

Jennifer Duncan, Program Official

Date

Kelly Jones, Consultant

Date



**Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 5/4/2022 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 4:00 PM

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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.

Comment

Discussed rotating toys to support the procedures of daily disinfecting. Consultant observed disinfecting of toys during the visit.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Comment

Center appears clean and well maintained.

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 a teacher's black backpack was accessible to children and was in an unlocked red cabinet in classroom D-4R.

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.

Correction Deadline: 5/4/2022

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

Technical Assistance

Technical Assistance

591-1-1-.26 - Consultant discussed with the director to monitor and maintain equipment and fencing due to wear and tear to ensure the playground remains in good repair.

Technical Assistance

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

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)

Not Met

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that two children did not wash their hands after using the restroom in classroom E 4L .

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 5/4/2022

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

Met

Comment

The Provider currently does not dispense/administer medication.

Safety

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)

Not Met

Finding

591-1-1-.13(6) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on a review of records that several emergency medical forms were incomplete and missing medical facility, physician, emergency contact information, parents work number and address.

POI (Plan of Improvement)

Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip.

Correction Deadline: 5/4/2022

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

Technical Assistance

Comment

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

Technical Assistance

591-1-1-.36(7)(a) - Consultant discussed with the provider to ensure the name of driver is listed on the transportation log for each vehicle used for transportation.

Correction Deadline: 5/5/2022

Sleeping & Resting Equipment

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

Technical Assistance

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

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

591-1-1-.30(1)(d) - Consultant discussed with the director that 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.

Correction Deadline: 5/4/2022

Staff Records

Records Reviewed: 22

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 11/02/2020	
Staff # 2	Not Met
Date of Hire: 08/01/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 3	Met
Date of Hire: 05/01/2017	
Staff # 4	Met
Date of Hire: 07/19/2021	
Staff # 5	Met
Date of Hire: 03/29/2021	

Staff # 6 Date of Hire: 03/03/2022	Met
Staff # 7 Date of Hire: 08/03/2020 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 8 Date of Hire: 09/23/2020	Met
Staff # 9 Date of Hire: 01/24/2022	Met
Staff # 10 Date of Hire: 01/03/2022	Met
Staff # 11 Date of Hire: 06/29/2020	Met
Staff # 12 Date of Hire: 09/17/2021	Met
Staff # 13 Date of Hire: 02/29/2016	Met
Staff # 14 Date of Hire: 01/26/2021	Met
Staff # 15 Date of Hire: 12/06/2021 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 16	Met
Staff # 17 Date of Hire: 01/28/2019	Met
Staff # 18 Date of Hire: 04/15/2019	Met
Staff # 19 Date of Hire: 11/29/2021	Met

Records Reviewed: 22

Records with Missing/Incomplete Components: 3

Staff # 20	Met
Staff # 21	Met
Date of Hire: 05/27/2016	
Staff # 22	Met
Date of Hire: 10/18/2021	

Staff Credentials Reviewed: 8

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

Comment

23 of 23 criminal record checks were observed to be complete.

Comment

Director provided two file(s) for employees hired since last visit 12/28/2021.

Technical Assistance

591-1-1-.09(1)(l)2. - 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 child care industry.

591-1-1-.14 First Aid & CPR Not Met

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of documentation that staff member # 2, date of hire 8/01/2018 did not have evidence of current first aid and CPR training card on file. Staff # 2 completed online training which is not accepted by the Department.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date. Discussed with the director that online training for CPR/first aid is not accepted by the Department.

Correction Deadline: 6/17/2022

Recited on 5/4/2022

591-1-1-.33 Staff Training Not Met

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 documentation that staff member #14, hire date 1/26/2021 and staff member #15 date of hire 12/6/2021, did not have evidence of the required health and safety orientation training on file within 90 days of hire.

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: 6/10/2022

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of documentation that staff member #8, date of hire 8/3/2020 did not complete the 10-clock hours of annual training for the year 2021.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2022

Recited on 5/4/2022

591-1-1-.31 Staff(CR)

Not Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of documentations the Center Director's Child Development Associate credential expired on May 31, 2021.

POI (Plan of Improvement)

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation. Director stated she was in process of completing the required academic component for director qualifications.

Correction Deadline: 5/4/2022

Recited on 5/4/2022

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**

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