



**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: 10/6/2021 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 12:00 PM

CCLC-53609

Kiddie Academy of Suwanee

1446 Satellite Boulevard NW Suwanee, GA 30024 Gwinnett County
(470) 822-3344 sruthy.kuruvilla@kiddieacademy.net

Regional Consultant

Mandi Sloan

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mandi.sloan@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
10/06/2021	Licensing Study	Good Standing	
08/31/2021	Incident Investigation & Follow Up	Good Standing	
06/25/2021	Complaint Investigation by Phone	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 1L Infant's	Infants	2	8	C	12	C	NA	NA	Nap, Floor Play					
Main	B 2L One's	One Year Olds	1	6	C	15	C	NA	NA	Nap					
Main	C 3L One's	One Year Olds	1	7	C	9	C	NA	NA	Nap					
Main	D 4L Two's	Two Year Olds	2	14	C	20	C	NA	NA	Nap					
Main	E 5L Two's	Two Year Olds	1	7	C	11	C	NA	NA	Nap, Transitioning					
Main	F 6L Three's	Three Year Olds	1	8	C	16	C	NA	NA	Transitioning, Art					
Main	G 7L Three's	Three Year Olds	1	10	C	13	C	NA	NA	Music					
Main	H 8L School Age	Four Year Olds	1	4	C	27	C	NA	NA	Lunch					
Main	I 1R Four's	Four Year Olds	1	9	C	18	C	NA	NA	Transitioning, Nap					
Total Capacity @35 sq. ft.: 141						Total Capacity @25 sq. ft.: 0									
Total # Children this Date: 73						Total Capacity @35 sq. ft.: 141					Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A School Age	29	C
Main	B Preschool	31	C
Main	C Infant/Toddler	18	C

Comments

Administrative Review was conducted on October 6, 2021. Staff files, children's files, training, and background checks were all reviewed. A Virtual Visit was conducted on October 12, 2021 due to the COVID-19 pandemic.

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/ChildCare/Regulations>, 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)

Keeshia-Ann Ochoa, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

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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

Discussed rotating toys to support the procedures of daily disinfecting.

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) **Met**

Comment

Center appears clean and well maintained.

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

Comment

Playground observed to be clean and in good repair.

Technical Assistance

591-1-1-.26(9) - The consultant discussed with the provider to ensure that the bottom of the basketball goal on the school aged playground is covered with a soft pad to ensure that it does not contain sharp edges or bolts.

Correction Deadline: 10/6/2021

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 were observed to remind children to wash hands.

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

Staff were observed to maintain a positive learning environment 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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 22

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 09/17/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 09/01/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 08/10/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 09/20/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met

Records Reviewed: 22**Records with Missing/Incomplete Components: 3**

Date of Hire: 09/27/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6

Met

Date of Hire: 04/20/2021

Staff # 7

Met

Date of Hire: 09/07/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8

Met

Date of Hire: 02/08/2021

Staff # 9

Not Met

Date of Hire: 04/26/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 10

Not Met

Date of Hire: 06/21/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 11

Met

Date of Hire: 02/08/2021

Staff # 12

Met

Date of Hire: 08/16/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13

Met

Date of Hire: 02/08/2021

Staff # 14

Met

Date of Hire: 09/29/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 15

Met

Date of Hire: 07/28/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 16

Met

Date of Hire: 02/08/2021

Staff # 17

Met

Date of Hire: 08/02/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Records Reviewed: 22**Records with Missing/Incomplete Components: 3**

Staff # 18	Met
Date of Hire: 08/30/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 19	Met
Date of Hire: 02/08/2021	
Staff # 20	Met
Date of Hire: 07/19/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 21	Not Met
Date of Hire: 05/26/2021	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 22	Met
Date of Hire: 05/27/2021	

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff person # 21 with a documented date of hire of May 26, 2021 had not been electronically ported. A one day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 10/6/2021**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 records that staff person # 9 with a documented date of hire of April 26, 2021, staff person #10 with a documented date of hire of June 21, 2021 and staff person # 21 with a documented date of hire of May 27, 2021 had not obtained certification of first aid and CPR.

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.

Correction Deadline: 11/5/2021

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

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.