



**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:** 5/14/2021 **VisitType:** Licensing Study

**Arrival:** 9:30 AM

**Departure:** 10:30 AM

**CCLC-13528**

**Mayo Academy, Inc.**

418 Andrews Road Columbus, GA 31903 Muscogee County  
(706) 507-0586 mayoacademy@yahoo.com

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/14/2021	Licensing Study	Good Standing	
11/16/2020	Monitoring Visit	Good Standing	
05/28/2020	Licensing Study	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
Bldg 1	Room C - Toddler		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.:			7		Total Capacity @25 sq. ft.: 0					
Bldg. 1	Room B	Infants and One Year Olds	1	5	C	7	C	NA	NA	Free Play, Floor Play
Bldg. 1	Room D		0	0	C	11	C	NA	NA	
Bldg. 1	Room E	One Year Olds and Two Year Olds	1	5	C	12	C	NA	NA	Free Play
Bldg. 1	Room F		0	0	C	10	C	NA	NA	
Bldg. 1	Room G		0	0	C	12	C	NA	NA	
Total Capacity @35 sq. ft.:			52		Total Capacity @25 sq. ft.: 0					
Bldg. I	Room A		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.:			7		Total Capacity @25 sq. ft.: 0					
Bldg. II	Left		0	0	C	19	C	NA	NA	
Bldg. II	Middle		0	0	C	23	C	NA	NA	
Bldg. II	Right	Three Year Olds and Four Year Olds	1	7	C	19	C	NA	NA	Art
Total Capacity @35 sq. ft.:			61		Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 127			Total Capacity @25 sq. ft.: 0				


<b>Building</b>	<b>Playground</b>	<b>Playground Occupancy</b>	<b>Playground Compliance</b>
Bldg. 1	Main	93	C

**Comments**

An Administrative Review was conducted on May 17, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on May 14, 2021, with the staff person in charge. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on February 15, 2021, was reviewed during the virtual inspection.



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/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](mailto: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](mailto: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)

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Carolyn Thomas, Program Official

Date

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Penny Svenson, Consultant

Date



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### Findings Report

**Date:** 5/14/2021    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 10:30 AM

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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. A virtual visit was conducted due to COVID-19 Pandemic.

#### 591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

#### Comment

Center does not provide swimming activities.

### Facility

#### 591-1-1-.06 Bathrooms

Met

#### 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

**Correction Deadline: 11/28/2019**

**Corrected on 5/14/2021**

**The previous citation was not observed during the virtual visit that was conducted due to COVID-19 Pandemic.**

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

Met

#### Comment

The playground appeared to be clean and in good repair during the virtual visit that was conducted due to COVID-19 Pandemic.

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Met

#### Comment

Center menu meets USDA guidelines. Continue to ensure no sugary snacks are served to children in care.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Please ensure that all food items are stored in airtight containers.

## Health and Hygiene

### 591-1-1-.07 Children's Health

Technical Assistance

#### Technical Assistance

The Consultant discussed with the Director to ensure no hazards, such as pacifier clips, are attached to infants at any time while in care.

**Correction Deadline: 5/14/2021**

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

Met

#### Comment

Staff state proper knowledge of diapering procedures during the virtual visit that was conducted due to COVID-19 Pandemic.

### 591-1-1-.17 Hygiene(CR)

Technical Assistance

#### Technical Assistance

The Consultant reviewed each time children were required to wash hands: 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.

**Correction Deadline: 5/14/2021**

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

Met

#### Comment

The Provider currently does not dispense/administer medication.

## 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 redirection were observed on this date.

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

The Consultant discussed with the Director that transportation rules apply to all transportation provided by the licensee or on behalf of the licensee, regardless of whether the person is employed by the licensee or if a fee is charged or not.

**Correction Deadline: 5/19/2021**

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**Sleeping & Resting Equipment**

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

The correct number of mats, sheets and blankets were observed on this date. Crib sheets were observed to be tight fitted on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Staff # 2	Met
Date of Hire: 05/20/2019	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 10/10/2019	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Date of Hire: 04/16/2016	
Staff # 8	Met
Staff # 9	Met

**Staff Credentials Reviewed: 2**

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

Criminal record checks were observed to be complete. Monitor criminal record checks dates for applications that will expire in 2021.

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

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

**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 records that six of nine staff members did not have 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.

**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: 6/13/2021**

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**591-1-1-.31 Staff(CR)****Met****Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center observed to maintain appropriate staff:child ratios. A virtual visit was conducted due to COVID-19 Pandemic.

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

Adequate supervision observed on this date. A virtual visit was conducted due to COVID-19 Pandemic.