



**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: 11/3/2021 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 10:00 AM

CCLC-1006

Fletcher Academy #2

2895 Maysville Highway Commerce, GA 30529 Jackson County
(706) 335-9400 klugh10@gmail.com

Mailing Address
Same

Regional Consultant

Lynn Schnitzer

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lynn.schnitzer@dec.al.ga.gov

Joint with: Shannon Curtis

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.
11/03/2021	Licensing Study	Good Standing	
03/10/2021	Monitoring Visit	Good Standing	
09/14/2020	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
Main	A 1L	Infants	1	5	C	10	C	NA	NA	Floor Play,Feeding
Main	B 2L	One Year Olds	1	8	C	8	C	NA	NA	Story
Main	C 3L	Two Year Olds	2	18	C	20	C	NA	NA	Centers
Main	D: Right Pre K	Three Year Olds and GA PreK	3	32	C	46	C	NA	NA	Centers,Art
Total Capacity @35 sq. ft.: 84						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 63			Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG B Back	34	C
Main	PG C: Right	47	C
Main	PG Left	12	C

Comments

An Administrative Review was conducted on October 26, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 3, 2021 with the Director, Brittany Klugh. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant provided First Aid kit checklist, Livescan instructions, Weather Watch chart.

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

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)

Brittany Klugh, Program Official

Date

Lynn Schnitzer, Consultant

Date

Shannon Curtis, 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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the consultant observed a variety of equipment and toys throughout the center.

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: 5

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u> .08(1)(a)-Work Address Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u> .08(1)(a)-Work Address Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u> .08(1)(a)-Work Address Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)(a)-Work Address Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

591-1-1-.08 Children's Records

Not Met

Finding

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. It was determined based on a review of the records that five of five records reviewed were missing work addresses for parents on this date.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 11/3/2021

Facility

591-1-1-.06 Bathrooms

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the bathrooms appeared to be clean and well maintained.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Center appeared clean and well maintained.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Playground appeared to be clean and in good repair. Consultant discussed with Director routinely checking playground equipment for wear on this date.

Food Service

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

Met

Comment

Center menu meets USDA guidelines. Consultant discussed with the Director to ensure that grapes are not served to children under the age of four and that grapes served to children four and older are sliced in a way to prevent choking on this date.

Comment

Consultant discussed with the Director to ensure that infant feeding forms are updated regularly.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Kitchen appeared clean and well organized.

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 stated knowledge of proper hand washing for children on this date.

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

Comment

The Provider currently does not dispense/administer medication.

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

Thank you for reporting as required.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through staff were observed to maintain a positive learning environment. Consultant discussed regulations regarding proper discipline with the Director 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**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position. Staff stated knowledge of proper safe sleep requirements.

Staff Records

Records Reviewed: 10**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 11/23/2016	
Staff # 2	Met
Date of Hire: 03/29/2002	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 01/01/1994	
Staff # 5	Met
Date of Hire: 10/26/2018	
Staff # 6	Met
Date of Hire: 07/10/2020	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 07/25/2014	
Staff # 9	Met
Date of Hire: 09/01/2015	
Staff # 10	Met
Date of Hire: 07/15/2019	

Staff Credentials Reviewed: 7

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

Director provided two files for employees hired since last visit.

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

Comment

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

591-1-1-.33 Staff Training **Technical Assistance**

Technical Assistance

591-1-1-.33(5) - Consultant discussed with Director to ensure staff meets annual training requirements on this date.

Correction Deadline: 12/3/2021

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

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