



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

Date: 8/5/2022 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 1:40 PM

CCLC-39104

Duncan Creek Academy

2064 Pine Road Dacula, GA 30019 Gwinnett County
 (770) 831-1505 npotter@duncancreekacademy.com

Regional Consultant

Lynn Schnitzer

Phone: (678) 717-5720

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lynn.schnitzer@decals.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
08/05/2022	Licensing Study	Good Standing
06/16/2022	Monitoring Visit	Good Standing
03/17/2022	Incident Investigation & Follow Up	Good Standing

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.

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	1R-Rm. L	Infants and One Year Olds	2	8	C	13	C	NA	NA	Floor Play, Diapering
Main	2L- Rm. B	One Year Olds	1	7	C	20	C	NA	NA	Music, Floor Play
Main	2R- Rm. K	Two Year Olds	1	10	C	18	C	NA	NA	Diapering
Main	3L- Rm. C	Two Year Olds	1	9	C	18	C	NA	NA	Diapering, Transitioning
Main	3R- Rm. J	Three Year Olds	1	15	C	21	C	NA	NA	Centers
Main	5L- Rm. E	Three Year Olds and Four Year Olds	3	15	C	20	C	NA	NA	Centers
Main	5R- Rm. H PreK 1	GA PreK	2	20	C	27	C	NA	NA	Centers
Main	6L- Rm. F PreK 3	GA PreK	2	21	C	26	C	NA	NA	Transitioning, Clean Up

Total Capacity @35 sq. ft.: 163

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 105

Total Capacity @35 sq. ft.: 163

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Infant/toddler	54	C
Main	B - School Age	87	C
Main	C-Preschoolers	49	C
Main	D-Infant-Toddler	14	C

Main	E- Playground	31	C
Main	Playground F- 2's	22	C

Comments

The purpose of today's visit was to conduct a licensing study and to follow up from the previous visit conducted on June 16, 2022. An administrative review was conducted on August 18, 2022.

Plan of Improvement: Developed This Date 08/05/2022

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.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

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)




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.ga.gov for more information. Free technical assistance is available!

Niki Potter, Program Official

Date

Lynn Schnitzer, 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)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Comment

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

Technical Assistance

591-1-1-.12(2) - Consultant discussed with director to ensure that furniture and materials are monitored for potential hazards.

Correction Deadline: 8/5/2022

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Technical Assistance

Technical Assistance

591-1-1-.08 - Please ensure that the parents update the following information as needed:

- Parents' work and contact information.
- Parents' work and personal address.
- Emergency contact persons' name and contact information.
- Release to persons' names and address.
- Doctor's name and contact information.
- Allergy/medical information

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed capacity observed to be met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Technical Assistance**

591-1-1-.25 - Consultant discussed with director to ensure that cabinets that contain potential hazards are inaccessible to children.

Technical Assistance

591-1-1-.25(8) - Consultant discussed with director to ensure that all electrical outlets have protective caps.

Correction Deadline: 8/5/2022

591-1-1-.26 Playgrounds(CR)**Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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 the gate located at the front of playground A contained a gap measuring approximately four inches. Further, the gate between playgrounds E and F contained a gap measuring approximately four inches. Protruding wires were also observed on the gate shared between playgrounds E and F.

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: 8/5/2022

Technical Assistance

591-1-1-.26(6) -Consultant discussed with director to ensure that playground equipment is monitored for hazards, such as rust or peeling paint.

Correction Deadline: 8/15/2022

Food Service**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

Comment

Infant feeding forms were observed to be recently updated.

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

Kitchen appears clean and well organized.

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

Not Met

Technical Assistance

591-1-1-.10(1) - Consultant discussed with director to ensure that staff turn on the exhaust fan in the changing area when changing diapers.

Correction Deadline: 8/5/2022

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that a staff member in classroom 3L-C did not disinfect the diaper changing surface after completing the diaper changing process.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 8/5/2022

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

Not Met

Technical Assistance

591-1-1-.17(7) - Consultant discussed with director to ensure that children wash their hands after toileting or having their diaper changed.

Correction Deadline: 8/5/2022

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that a staff member in classroom 3L-C and a staff member in 3R-K did not wash their hands after assisting children with the toileting process.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 8/5/2022

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Technical Assistance

Comment

Program observed complete emergency drills

Technical Assistance

591-1-1-.21(1)(p) - Consultant discussed with director to ensure that the written plan for handling emergencies includes procedures for shelter-in-place, lock-down, and communication and reunification with families.

Correction Deadline: 8/10/2022

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

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/or redirection observed.

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

Not Met

Comment

Field trip documentation of attendance, loading and unloading, and checking the bus observed to be complete.

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 review of records that center did not have an emergency medical form on file for five of twelve children and seven of twelve records did not have the parents' telephone numbers for children transported on a field trip to Braselton Splash Pad on July 12, 2022 . Further, the center did not have an emergency medical form on file for ten of twenty-seven children and seventeen of twenty-seven records did not have the parents' telephone numbers for children that were transported on a field trip to Jackson Creek Academy on July 26, 2022.

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: 8/5/2022

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

Not Met

Comment

Consultant observed completed checklists with arrival times, departure times, and first and second vehicle checks documented during school transportation routes.

Comment

591-1-1-.36(4)(a) - The consultant observed annual safety checks for vehicles tag #PB6698 and tag #CFI7288.

Correction Deadline: 8/10/2022

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of records that center did not have an emergency medical form on file for ten of twenty-two children receiving school transportation services. Further, twelve of twenty-two emergency medical information records did not have the child's date of birth or the telephone numbers where the parents could be reached.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 8/6/2022

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(1)(a)3 - Consultant discussed with director to ensure that crib sheets fit tightly on the mattress.

Correction Deadline: 8/5/2022

Technical Assistance

591-1-1-.30(2) - Consultant discussed with director to ensure that there are no objects in or on a crib with a sleeping infant.

Correction Deadline: 8/5/2022

Staff Records

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

Met

Comment

Director provided two files for employees hired since June 16, 2022.

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

Met

Comment

Evidence observed of 100% of center staff hired more than ninety days to be certified in First Aid and CPR.

591-1-1-.33 Staff Training

Technical Assistance

Comment

Observed evidence of all staff hired more than ninety days to have completed required health and safety orientation training.

Technical Assistance

591-1-1-.33(4) -Consultant discussed with director to ensure that the person with primary responsibility for food preparation shall have four clock hours of nutrition training within the first year of employment.

Correction Deadline: 9/4/2022

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

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.