



**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: 11/4/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:00 PM

CCLC-9100

Oxford Falls Academy

1065 Walther Boulevard Lawrenceville, GA 30043 Gwinnett County
(770) 962-2033 ofacademy@yahoo.com

Mailing Address
Same

Regional Consultant

Lynn Schnitzer

Phone: (678) 717-5720

Fax: (770) 344-5683

lynn.schnitzer@dec.al.ga.gov

Joint with: Shannon Curtis

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.
11/04/2021	Licensing Study	Good Standing	
05/28/2021	Monitoring Visit	Good Standing	
11/20/2020	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	1L	Infants	2	6	C	8	C	NA	NA	Diapering, Feeding
Main	2L	One Year Olds	3	11	C	20	C	NA	NA	Transitioning, Nap
Main	2R	Two Year Olds	1	10	C	20	C	NA	NA	Nap
Main	3R	Three Year Olds	1	12	C	20	C	NA	NA	Nap
Main	F- Upstairs 1L	Three Year Olds	1	11	C	32	C	NA	NA	Nap
Main	G- Upstairs L	Four Year Olds	1	9	C	28	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 128						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 59			Total Capacity @35 sq. ft.: 128			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Playground	74	C
Main	Playground	33	C

Comments

An Administrative Review was conducted on November 3, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 4, 2021 with the Director, Kristen Harvey. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant provided First Aid kit checklist, Training FAQ, Weather Watch chart.

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.al.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 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.al.ga.gov/>
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.al.ga.gov

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.al.ga.gov.

- 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.al.ga.gov/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)

Kristin Harvey, Program Official

Date

Lynn Schnitzer, Consultant

Date

Shannon Curtis, Consultant

Date



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Findings Report

Date: 11/4/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:00 PM

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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 a variety of equipment and toys were observed 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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08(1) - It was determined based on a review of children's records that two of five records reviewed were missing a work phone number for parents and an address for the release person on this date.

Correction Deadline: 11/4/2021

Facility

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through 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 no hazards appeared to be accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 6/16/2021****Corrected on 11/4/2021**

.26(8) - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Consultant observed mulch recently added under equipment on this date.

Food Service

591-1-1-.15 Food Service & Nutrition**Technical Assistance****Technical Assistance**

591-1-1-.15(1) - Consultant discussed with the Director to ensure that snacks consist of two components on this date.

Correction Deadline: 11/4/2021**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the consultant observed proper diapering procedures.

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

Comment

Consultant observed proper hand washing on this date. Staff stated knowledge of proper hand washing procedures.

591-1-1-.20 Medications(CR) **Technical Assistance**

Technical Assistance

591-1-1-.20(3) - Center did not provide documentation of medication administration as requested.

Correction Deadline: 11/4/2021

Policies and Procedures

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

Comment

591-1-1-.21(3) - Center provided complete documentation of monthly fire drills. Consultant discussed with director to ensure that tornado drills are conducted every six months on this date.

Correction Deadline: 11/9/2021

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting **Met**

Comment

Consultant discussed reporting requirements with the director on this date.

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. Discipline was not directly observed during the virtual walk through. 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

Consultant discussed SIDS and infant sleeping position with the director on this date.

Comment

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 16****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 11/11/2019

Staff # 2 Met

Date of Hire: 03/01/2021

Staff # 3 Met

Date of Hire: 09/01/2016

Staff # 4 Met

Date of Hire: 10/25/2021

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

Staff # 5 Met

Date of Hire: 07/23/2018

Staff # 6 Met

Date of Hire: 04/08/2021

Staff # 7 Met

Date of Hire: 10/28/2013

Staff # 8 Met

Date of Hire: 08/30/2021

Staff # 9 Met

Date of Hire: 09/09/2019

Staff # 10 Met

Date of Hire: 06/30/2021

Staff # 11 Met

Date of Hire: 09/01/2021

Staff # 12 Met

Date of Hire: 03/12/2015

Staff # 13 Met

Date of Hire: 08/19/2020

Staff # 14 Met

Date of Hire: 06/10/2021

Records Reviewed: 16

Records with Missing/Incomplete Components: 0

Staff # 15

Met

Date of Hire: 10/29/2021

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

Staff # 16

Met

Date of Hire: 08/30/2010

Staff Credentials Reviewed: 4

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 seven files for employees hired since last visit.

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

Met

Comment

Consultant observed evidence of center staff certified in First Aid and CPR. Consultant discussed with the provider having new staff complete First Aid and CPR training within 90 days.

591-1-1-.33 Staff Training

Defer

Defer

591-1-1-.33(4)-Consultant will review staff training documentation during the next regulatory visit.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 6/16/2021

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

Met

Comment

Consultant discussed with the director that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months on this date.

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.