



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: 8/19/2022 **VisitType:** Licensing Study

Arrival: 9:35 AM

Departure: 1:55 PM

CCLC-9100

Oxford Falls Academy

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

Regional Consultant

Lynn Schnitzer

Phone: (678) 717-5720

Fax: (770) 344-5683

lynn.schnitzer@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.
08/19/2022	Licensing Study	Good Standing	
04/28/2022	Monitoring Visit	Good Standing	
11/04/2021	Licensing Study	Good Standing	

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	1L	Infants and One Year Olds	2	5	C	8	C	NA	NA	Floor Play, Feeding, Nap
Main	2L	One Year Olds and Two Year Olds	2	8	C	20	C	NA	NA	Floor Play, Diapering
Main	2R	Three Year Olds	2	8	C	20	C	NA	NA	Centers, Transitioning
Main	3R	Three Year Olds	1	7	C	20	C	NA	NA	Centers, Outside, Transitioning
Main	F- Upstairs 1L	Four Year Olds	2	12	C	32	C	NA	NA	Centers
Main	G- Upstairs L		0	0	C	28	C	NA	NA	
Total Capacity @35 sq. ft.: 128					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 40			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

The purpose of today's visit was to conduct a licensing study and to follow up from the previous visit conducted on April 28, 2022. An administrative review was conducted on August 30, 2022

Plan of Improvement: Developed This Date 08/19/2022

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.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 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.state.ga.us for more information. Free technical assistance is available!

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)

Kimberly Tymchuk, Program Official

Date

Lynn Schnitzer, Consultant

Date



**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

Findings Report

Date: 8/19/2022 **VisitType:** Licensing Study

Arrival: 9:35 AM

Departure: 1:55 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@decal.ga.gov

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.

Technical Assistance

591-1-1-.12(2) - Consultant discussed with director to ensure that the trampoline in room 1R was removed.

Correction Deadline: 8/19/2022

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**Technical Assistance****Technical Assistance**

591-1-1-.06(4) - Consultant discussed with director to ensure that vent covers are secured over the vents.

Correction Deadline: 9/18/2022

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

Correction Deadline: 4/28/2022

Corrected on 8/19/2022

.19(1) - The previous citation was observed to be corrected. Consultant observed the center to be within their capacity.

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

591-1-1-.25(3) - Consultant discussed with director to ensure that Consultant discussed with director to monitor classrooms for rust and/or peeling paint.

Correction Deadline: 8/19/2022

591-1-1-.26 Playgrounds(CR)**Not Met****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 space under the double gate on the Playground contained a gap measuring approximately four inches.

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: 9/12/2022

Recited on 8/19/2022

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the wooden playhouse contained splintered wood and one of the interlocking border pieces surrounding the equipment contained a crack.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. Director will ensure that the border will be replaced and the playhouse removed.

Correction Deadline: 9/12/2022

Recited on 8/19/2022

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that there was no resilient surfacing directly under the swings on the toddler and preschool playgrounds. Six inches of resilient surfacing is required.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 9/12/2022

Recited on 8/19/2022

Food Service

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

Comment

Center menu meets USDA guidelines.

Comment

Consultant observed bottles were covered and fully labeled with child's full name.

Comment

Consultant observed that infant feeding forms were recently updated.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Proper diapering procedures observed.

Correction Deadline: 4/28/2022

Corrected on 8/19/2022

.10(4) - The previous citation was observed to be corrected. Consultant observed staff disinfecting the changing table surface after completing the diaper changing process.

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

Correction Deadline: 4/28/2022

Corrected on 8/19/2022

.17(7) - The previous citation was observed to be corrected. Consultant observed appropriate hand washing throughout the center.

Correction Deadline: 4/28/2022

Corrected on 8/19/2022

.17(8) - The previous citation was observed to be corrected. Consultant observed appropriate hand washing among the staff.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License

Not Met

Finding

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation and review of records that the first room on the right was unlicensed and was occupied by one staff and seven two-year-old children.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 9/6/2022

Recited on 8/19/2022

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the provider did not have evidence of fire drills conducted for November 2021, December 2021, February 2022, April 2022, June 2022, and July 2022. Further, only one tornado drill was conducted in 2021.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 8/24/2022

Comment

Consultant observed complete emergency preparedness plan on site.

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.

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**

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Finding**

591-1-1-.30(1)(a) requires a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant. It was determined based on observation that ten of ten cribs in classroom 1L did not meet ASTM safety standards.

POI (Plan of Improvement)

The Center will provide a crib that is safety approved in compliance with CPSC and ASTM safety standards for each infant.

Correction Deadline: 8/29/2022**Correction Deadline: 4/28/2022****Corrected on 8/19/2022****.30(2) - The previous citation was observed to be corrected. Consultant observed that sleep sacks were not being used.**

Staff Records**Records Reviewed: 15****Records with Missing/Incomplete Components: 0**Staff # 1 Met
Date of Hire: 11/11/2019Staff # 2 Met
Date of Hire: 12/01/2021Staff # 3 Met
Date of Hire: 08/22/2022 Reminder - Health & Safety training is required within 90 calendar days of hiredStaff # 4 Met
Date of Hire: 09/01/2016

Records Reviewed: 15**Records with Missing/Incomplete Components: 0**

Staff # 5 Date of Hire: 03/21/2022	Met
Staff # 6 Date of Hire: 04/08/2021	Met
Staff # 7 Date of Hire: 10/28/2013	Met
Staff # 8 Date of Hire: 08/18/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9 Date of Hire: 07/02/2019	Met
Staff # 10 Date of Hire: 03/12/2015	Met
Staff # 11 Date of Hire: 08/15/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 08/19/2020	Met
Staff # 13 Date of Hire: 08/01/2003	Met
Staff # 14 Date of Hire: 08/19/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 15 Date of Hire: 08/30/2010	Met

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided four files for employees hired since last visit April 28, 2022.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that a staff member in classroom 1L had not submitted a records check application to the department and fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 the CRC rules are maintained.

Correction Deadline: 8/19/2022

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that a staff member present and caring for children in classroom 1L did not have a valid and current satisfactory Comprehensive Records Check Determination. The staff member was sent home and another staff member was placed in the room.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 the CRC rules are maintained.

Correction Deadline: 8/19/2022

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

Comment

Complete first aid kit observed in center.

Comment

The consultant observed all staff members hired more than 90-days to have evidence of a current first aid and CPR training card on file.

591-1-1-.33 Staff Training **Met**

Comment

Documentation observed of required staff training.

Correction Deadline: 6/30/2022

Corrected on 8/19/2022

.33(4) - The previous citation was observed to be corrected. The consultant observed the director and cook to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

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.

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.

Correction Deadline: 7/1/2022

Corrected on 8/19/2022

.32(4) - The previous citation was observed to be corrected. Consultant observed that children under three years old were housed separately from older children.

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

Met

Correction Deadline: 4/28/2022

Corrected on 8/19/2022

.32(7) - The previous citation was observed to be corrected. Consultant observed staff providing watchful oversight throughout the center.