



**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:** 11/10/2021 **VisitType:** Licensing Study

**Arrival:** 9:30 AM

**Departure:** 12:00 PM

**CCLC-33751**

**Learning Train Academy**

112 East 9th Ave. Colbert, GA 30628 Madison County  
 (706) 207-1674 donnagjordan@hotmail.com

**Regional Consultant**

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

jennifer.taylor@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. |
|------------------------------------|----------------------------------|---------------|--|
| 11/10/2021                         | Licensing Study                  | Good Standing |  |
| 06/07/2021                         | Monitoring Visit                 | Good Standing |  |
| 12/11/2020                         | Complaint Investigation by Phone | Good Standing |  |

  

|                      |   |
|----------------------|---|
| <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. |

**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/Front    | Four Year Olds and Five Year Olds  | 1                              | 8        | C                              | 14                             | C            | 20         | C            | Transitioning, Outside                        |
| Main                           | Down Left  | Three Year Olds and Four Year Olds | 1                              | 8        | C                              | 14                             | C            | NA         | NA           | Transitioning, Clean Up, Centers, Circle Time |
| Main                           | Left Back  |                                    | 0                              | 0        | C                              | 7                              | C            | NA         | NA           | Not In Use                                    |
| Main                           | Right Back | Three Year Olds and Four Year Olds | 1                              | 9        | C                              | 11                             | C            | NA         | NA           | Free Play                                     |
| Total Capacity @35 sq. ft.: 46 |            |                                    |                                |          | Total Capacity @25 sq. ft.: 52 |                                |              |            |              |   |
| Total # Children this Date: 25 |            |                                    | Total Capacity @35 sq. ft.: 46 |          |                                | Total Capacity @25 sq. ft.: 52 |              |            |              |   |

| Building | Playground       | Playground Occupancy | Playground Compliance |
|----------|------------------|----------------------|-----------------------|
| Main     | Left Playground  | 94                   | C                     |
| Main     | Right Playground | 47                   | C                     |

**Comments**

An Administrative Review was conducted on November 12, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 12, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic

Plan of Improvement: Developed This Date 11/10/2021

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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Donna Jordan , Program Official

Date

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Kelly Jones, Consultant

Date



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**Findings Report**

**Date:** 11/10/2021 **VisitType:** Licensing Study

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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.

**Comment**

Discussed rotating toys to support the procedures of daily disinfecting.

**Comment**

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

**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

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 2 Met

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Met

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

**Not Met**

**Comment**

Parent authorizations obtained/completed.

**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 records that two of five children's files were incomplete. Two of five children's files did not have documentation of the physicians' name and contact information and the release to person's address.

**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: 11/10/2021**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that the center did not have evidence of the parents signature documented on the arrival and departure times.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 11/10/2021**

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please monitor bathrooms for necessary supplies.

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

**Met**

**Correction Deadline: 6/7/2021**

**Corrected on 11/10/2021**

**.19(1) - The previous citation was observed to be corrected on this date. All classrooms were following the maximum licensed capacity on this date.**

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

**Met**

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute especially after rain.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

**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. No diapering children currently enrolled.

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

**Met**

**Comment**

Proper hand washing observed throughout the center. Staff stated proper hand washing procedures.

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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

**Met**

**Comment**

Observed all required posted notices.

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

**Met**

**Comment**

Discussed reporting requirements.

**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)**

**Met**

**Comment**

Discussed SIDS and infant sleeping position. Center does not care for infants.

**Comment**

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

**Staff Records**

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 08/04/2017

Staff # 2

Not Met

Date of Hire: 06/03/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3

Met

Date of Hire: 10/01/2019

Staff # 4

Met

Date of Hire: 08/01/2001

Staff # 5

Met

Date of Hire: 05/24/2021

Staff # 6

Met

Date of Hire: 08/01/2021

**Staff Credentials Reviewed: 4**

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

**Met**

**Comment**

Director provided two file(s) for employees hired since last visit June 7, 2021.

**Comment**

six of six Criminal record checks were observed to be complete.

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff #2, date of hire June 3, 2021, completed an online CPR training course on August 27, 2021. Online CPR and first aid training is not accepted by the Department.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 12/10/2021**

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591-1-1-.33 Staff Training

Technical Assistance

**Technical Assistance**

591-1-1-.33 - Consultant discussed with the owner to ensure completed orientation checklists are documented and signed. Consultant discussed with the owner to ensure all staff re-hired complete an orientation checklist.

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

591-1-1-.33(4) - Discussed with the owner to ensure the new director completes the required food preparation and nutrition training within the first year of hire.

**Correction Deadline: 12/10/2021**

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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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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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.

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

Met

**Comment**

Adequate supervision observed on this date. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.