



**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:** 1/19/2023    **VisitType:** Licensing Study    **Arrival:** 9:15 AM    **Departure:** 4:30 PM

**CCLC-38702**

**Suwanee Prep Academy**

2150 Lawrenceville Suwanee Road Suwanee, GA 30024 Gwinnett County  
 (678) 878-2956 suwaneeprepacademy@gmail.com

**Regional Consultant**

Tamra Thomas

Phone: (770) 405-7962  
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 tamra.thomas@dec.al.ga.gov

Joint with: Tahishe Smith

**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
01/19/2023	Licensing Study	Good Standing
05/25/2022	Monitoring Visit	Good Standing
11/16/2021	Licensing Study	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	A - 1R	Infants and One Year Olds	2	10	C	7	NC	NA	NA	Floor Play, Feeding
Main	B - 2R	One Year Olds	2	12	C	13	C	NA	NA	Floor Play
Main	C - 3R	One Year Olds	1	5	C	19	C	NA	NA	Floor Play
Main	D - Middle	Two Year Olds	2	13	C	25	C	NA	NA	Floor Play, Circle Time
Main	E - 3L	Three Year Olds	2	19	C	25	C	35	C	Transitioning, Lunch
Main	F - 2L	Three Year Olds	1	13	C	20	C	28	C	Nap, Transitioning
Main	G - 1L	Four Year Olds and Five Year Olds	2	11	C	20	C	28	C	Lunch
Total Capacity @35 sq. ft.: 105					Total Capacity @25 sq. ft.: 105		Building @35 capacity limited by Health Department Limitations			
Total # Children this Date: 83			Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 105		Building @25 capacity limited by Health Department Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Right	22	C
Main	B - Back	139	C

## Comments

The purpose of the visit was to conduct a Licensing Visit.

Plan of Improvement: Developed This Date 01/19/2023

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](http://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 1 855-800-7747 or [qualityrated@dec.ga.gov](mailto:qualityrated@dec.ga.gov) for more information. Free technical assistance is available!**

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Irma Williams, Program Official

Date

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Tamra Thomas, Consultant

Date

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Tahishe Smith, 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-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - The consultant discussed with the provider to ensure that Classroom A-1R Infants has outdoor play listed each day.

**Correction Deadline: 1/19/2023**

**Technical Assistance**

591-1-1-.03(7)(a) - The consultant discussed with the provider to ensure that all infants are provided at least one hour of outdoor play weather permitting.

**Correction Deadline: 1/19/2023**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

591-1-1-.12(2) - The consultant discussed with the provider to ensure that area carpets are kept clean and free of any dirt spots.

**Correction Deadline: 1/19/2023**

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Technical Assistance**

591-1-1-.08(1) The consultants discussed with the provider to ensure that the allergy information is completed on all enrollment forms.

**Correction Deadline: 1/19/2023**

<b>Evening Care</b>
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**591-1-1-.32 Staffing/Supervision(CR)****Met****Comment**

No evening care hours provided

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation classroom B-2R and classroom D-Middle ventilation fans were not functioning on this date.

**POI (Plan of Improvement)**

The center will repair the ventilation fans in each bathroom, and will conduct routine checks to ensure all fans are operating properly.

**Correction Deadline: 2/18/2023**

**Technical Assistance**

591-1-1-.06(6) - The consultants discussed with the provider to ensure that antibacterial soap is used for handwashing.

**Correction Deadline: 1/19/2023**

**Technical Assistance**

591-1-1-.06(7) - The consultant discussed with the provider to ensure all bathrooms floors are free of dirt and debris.

**Correction Deadline: 1/19/2023**

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

The consultant discussed with the provider movement of children to maintain capacities.

**Technical Assistance**

591-1-1-.19(1) - The provider had ten children assigned to classroom A-1R, which had a capacity of seven (7). The provider will submit for an amendment to increase the licensed capacity, or ensure that no more than seven children are assigned at one given time.

**Correction Deadline: 1/19/2023**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that following hazards were observed:

- classroom B-2R had a book bag accessible with baby wipes that read keep out of reach of the children.
- classroom F-2L had a pair of adult scissors sitting in a cup on top of the cubby accessible to the children.
- classroom E-3L had a staff's purse sitting on top of the back cubby accessible to the children.
- The front hallway furnace closet was left unlocked with vacuums and other stored items.

**POI (Plan of Improvement)**

The center will keep hazards inaccessible to children. The center will inform all staff about hazardous items and the safe storage of those items.

**Correction Deadline: 1/19/2023**

**Technical Assistance**

591-1-1-.25(15) - The consultant discussed with the provider to ensure that the left side outdoor route to the back playground is maintained free of hazards. The provider will repair the frayed wood on the storage shed and remove the green mildew.

**Correction Deadline: 1/19/2023**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation the following:

- classroom A-1R, B-2R and C-3R The entrance doors, and the doors to the playground were not closing properly.
- classroom A-1R, B-2R The classroom safety door guards were torn away from the frame.
- classroom A-1R the changing table cabinet door was off the hinge and had an exposed nail.

**POI (Plan of Improvement)**

The provider will make repairs to the doors and repair the changing table. The center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 1/26/2023**

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

**Correction Deadline: 6/4/2022**

**Corrected on 1/19/2023**

**.26(8) - The consultants observed that the provider had the required resilient surface beneath the equipment fall zones, but they will ensure to routinely redistribute and fluff the mulch, as needed.**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the playground was not kept clean and free from hazards as the following hazards were observed:

- PG-B Back had exposed tree roots along the left, right and middle sides of the playground that posed a potential tripping hazard. The sewer drain had exposed sharp metal edge that posed a tripping hazard.
- PG-A Right and PG-B Back had fallen gum balls, pine cones and tree limbs that posed a hazard.

**POI (Plan of Improvement)**

The provider will remove hazards from the playground and will routinely monitor before children are allowed outdoor play time.

**Correction Deadline: 1/27/2023**

**Recited on 1/19/2023**

<b>Food Service</b>
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**Technical Assistance**

591-1-1-.15(2) - The consultant discussed with the provider to ensure that all infant feeding plans are posted in the classroom, and updated as food patterns change for each enrolled infant.

**Correction Deadline: 1/19/2023**

**Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that five infant bottles were not labeled with individual names, and the temperature of the refrigerator was 50 degrees fahrenheit.

**POI (Plan of Improvement)**

The center will train staff to follow the required procedures, and ensure that the temperature of the refrigerator is maintained at forty (40) degrees.

**Correction Deadline: 1/19/2023**

**Finding**

591-1-1-.15(4) requires that a feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table and must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping, a surface that the child cannot raise, a strap or other device which prevents the child from sliding out of the chair, and a feeding surface free of cracks. It was determined based on observation that classroom A-1R infant feeding table was missing eight safety straps from the yellow chairs.

**POI (Plan of Improvement)**

The center will inspect feeding equipment to ensure it meets each of the listed criteria and to verify a feeding chair or equipment is provided for each child who requires one.

**Correction Deadline: 1/26/2023**

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

The kitchen appeared to be clean and well organized on this date.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Technical Assistance**

591-1-1-.10 - The consultants discussed with the provider to ensure that all diapering procedures are followed.

**Finding**

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on observation that classroom D-Middle had been converted to serve two-year-old diapered children without the required exhaust fan in the diapering area.

**POI (Plan of Improvement)**

The provider will ensure that an exhaust fan is added to meet the requirements or any operable windows are opened.

**Correction Deadline: 2/3/2023**

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

The consultants observed proper hand washing throughout the center.

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

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(1)(a-o) - The consultants discussed with the provider to ensure the parent handbook includes a non-discrimination statement and how the center handles medical emergencies.

**Correction Deadline: 1/24/2023**

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**Safety**

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Met****Correction Deadline: 5/26/2022****Corrected on 1/19/2023****.36(7)(c)3. - The consultants observed transportation documentation to be met on this date.**

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**Sleeping & Resting Equipment**

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

591-1-1-.30(1)(d) - The consultant observed the infant cribs were not spaced at least twelve inches apart. The provider will create a system to maintain the required spacing.

**Correction Deadline: 1/19/2023**

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**Staff Records**

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

Criminal record checks were observed to be complete.

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.



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

**Met**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

**Met**

**Comment**

The consultants observed that all lead teachers had the required credential or were enrolled to meet the requirements.

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**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - The consultants discussed with the provider to ensure that adequate supervision occurs when children are transitioning, and when they are using the restroom.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.