



**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:** 7/27/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 12:00 PM

**CCLC-39177**

**Shannon Academy**

355 FREEMAN ROAD Forsyth, GA 31029 Monroe County  
 (478) 994-6639 tshannon12@yahoo.com

**Regional Consultant**

Ashley Cunningham  
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**Mailing Address**

P. O. BOX 5673  
 FORSYTH, GA 31029

<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.
07/27/2017	Monitoring Visit	Good Standing	
01/05/2017	Licensing Study	Good Standing	
09/20/2016	Monitoring Visit	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	A: Entrance	Three Year Olds and Four Year Olds	1	9	C	10	C	15	C	Circle Time	
Main	B: Upper Front Left	Six Year Olds and Over	0	6	NC	6	C	9	C	Free Play	
Main	C: Upper Right (Off Kitchen)		0	0	C	4	C	NA	NA		
Main	D: Upper Back Left		0	0	C	3	C	NA	NA		
Total Capacity @35 sq. ft.:					23	Total Capacity @25 sq. ft.:					31
Total # Children this Date: 15			Total Capacity @35 sq. ft.:			23	Total Capacity @25 sq. ft.:				31

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Updated Fire Drill Form and Emergency Response Plan and Health and Safety flyer was emailed

Plan of Improvement: Developed This Date 07/27/2017

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).

**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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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.

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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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.

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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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Tina Shannon, Program Official

Date

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Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 7/27/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 12:00 PM

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)** **Met**

**Comment**

Observed-Variety Throughout Center

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

**Comment**

No Swimming Activities Provided

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Observation-No Hazards Accessible

**Finding**

Previously Cited: 591-1-1-.26(7) requires that climbing and swinging equipment be anchored and have a resilient surface beneath the equipment. The fall-zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on the consultant observation that the mulch on the play set was measuring at approximately 2-4 inches deep when 6 inches was needed.

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 the mulch for the fall zone of the swing and slide set was measuring at approximately 1-3 inches deep when 6 inches was needed.

**POI (Plan of Improvement)**

Previously Cited: The Center will develop and/or follow a plan for routine inspections of the resilient surface and for replacing when needed.

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: 8/18/2017**

**Recited on 7/27/2017**

**Health and Hygiene**

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

**Met**

**Comment**

No diapered children enrolled

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

**Met**

**Comment**

Observed-Proper Hand Washing Throughout

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

**Met**

**Comment**

Discussed-Documentation/Procedures

**Policies and Procedures**

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

**Met**

**Correction Deadline: 1/10/2017**

**Corrected on 7/27/2017**

**.21(3) - Previous citation corrected in that drills were conducted.**

**Safety**

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

**Comment**

Observed-Positive Learning Environment

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

**Comment**

No transportation during summer months while school is out.

**Correction Deadline: 1/10/2017**

**Corrected on 7/27/2017**

.36(4)(a) - Previous citation corrected.

**Correction Deadline: 1/9/2017**

**Corrected on 7/27/2017**

.36(5)(b) - Previous citation corrected.

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**Sleeping & Resting Equipment**

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

**Comment**

Correct number of mats; disinfecting discussed. No children requiring cribs enrolled.

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**Staff Records**

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**591-1-1-.09 Criminal Records Check(CR)** **Not Met**

**Comment**

Comprehensive Background Check discussed. Fingerprinting Instruction left.

**Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on observation that one staff did not have a satisfactory records check determination on file.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center. The staff registered to be printed while the consultant was on site. A one day letter was left.

**Correction Deadline: 7/27/2017**

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

**Comment**

Observed-Certified First Aid & CPR

**Correction Deadline: 2/4/2017**

**Corrected on 7/27/2017**

.14(2) - Previous citation corrected.

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

**Correction Deadline: 2/4/2017**

**Corrected on 7/27/2017**

.33(5) - Previous citation corrected in that staff is still within time frame to obtain 10 hours for 2017.

**Comment**

Staff in compliance with regulations

**Finding**

591-1-1-.31(11) requires the Center to have qualified and sufficient direct-care, clerical, housekeeping, maintenance and other employees to ensure full compliance with these rules without neglecting the supervision of children. It was determined based on observation that the center did not have adequate staffing causing one staff to neglect the supervision of the children to prepare lunch for the center.

**POI (Plan of Improvement)**

The Center will ensure that an adequate number of qualified employees is available to ensure full compliance with these rules without neglecting the supervision of the children.

**Correction Deadline: 7/27/2017**

<b>Staffing and Supervision</b>
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**Comment**

Proper ratios were discussed with the director on this date.

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that room B was not properly supervised in that one staff was responsible for the supervision of room A and B for more than a brief period of time. The other staff person was observed preparing lunch for the center.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 7/27/2017**