



**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:** 12/20/2018 **VisitType:** Licensing Study

**Arrival:** 11:00 AM

**Departure:** 4:20 PM

**CCLC-46551**

**Dahlonega Country Day Academy**

619 Buckhorn Tavern Road Dahlonega, GA 30533 Lumpkin County  
 (706) 867-6290 dcd8676290@windstream.net

**Mailing Address**

619 Buckhorn Tavern Rd.  
 Dahlonega, GA 30533

**Regional Consultant**

Michelle Smith

Phone: (404) 478-8183

Fax:

michelle.smith@decal.ga.gov

Joint with: Candace Gilbert

**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.
12/20/2018	Licensing Study	Good Standing	
03/27/2018	Licensing Study	Good Standing	
10/27/2017	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
Back Building	Back Right E		0	0	C	7	C	NA	NA	Not In Use
Back Building	Middle 1st Left C	Four Year Olds	1	7	C	9	C	NA	NA	Art,Free Play
Back Building	Middle 2nd Left D		0	0	C	14	C	NA	NA	Not In Use
Back Building	Middle B	Three Year Olds and Four Year Olds	2	7	C	22	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 0			Building capacity limited by Heath Department Limitations				
Cottage	Back Room	Infants	2	4	C	5	C	NA	NA	Floor Play
Cottage	Front Room	Infants	3	7	C	12	C	NA	NA	Diapering,Floor Play
Total Capacity @35 sq. ft.: 15			Total Capacity @25 sq. ft.: 0			Building capacity limited by Building Department				
Main	Room A- 1st Right	Three Year Olds	2	13	C	13	C	NA	NA	Floor Play,Free Play
Main	Room B 2nd Right		0	0	C	18	C	NA	NA	Not In Use
Main	Room C 3rd Right	One Year Olds and Two Year Olds	2	8	C	10	C	NA	NA	Art,Free Play
Main	Room D -1st Left		0	0	C	21	C	NA	NA	Not In Use
Main	Room E - 2nd Left	Six Year Olds and Over	2	18	C	18	C	NA	NA	Free Play
Main	Room F- 3rd Left	Two Year Olds	2	10	C	14	C	NA	NA	Floor Play,Art
Main	Room G 4th Left	Three Year Olds	2	10	C	11	C	NA	NA	Art,Floor Play,Centers
Total Capacity @35 sq. ft.: 103			Total Capacity @25 sq. ft.: 0			Building capacity limited by Heath Department Limitations				

Total # Children this Date: 84      Total Capacity @35 sq. ft.: 155

Total Capacity @25 sq. ft.: 0

<b>Building</b>	<b>Playground</b>	<b>Playground Occupancy</b>	<b>Playground Compliance</b>
Cottage	Main Playground & Front Porch	8	C
Cottage	Side Porch	2	C
Main	Covered Porch	5	C
Main	Playground A	55	C
Main	Playground B	16	C

**Comments**

The purpose of this visit was to conduct a Licensing Study as a follow-up to the visit on March 27, 2018. Consultant also reviewed and discussed report with Center Director on this date.

Plan of Improvement: Developed This Date 12/20/2018

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

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 1/2 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 New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Heather Chambers, Program Official

Date

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Michelle Smith, Consultant

Date

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Candace Gilbert, Consultant

Date



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### Findings Report

Date: 12/20/2018 VisitType: Licensing Study

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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-Consultant discussed with Center Director to ensure that entertainment media that is age-appropriate in accordance with the Entertainment Software Rating Board (ESRB) and the Motion Picture Association of America (MPAA). Consultant also discussed with Center Director to ensure that Center Employees use rated G movies while children are in care.

**Correction Deadline: 12/20/2018**

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

**Met**

**Comment**

Consultant observed a variety of equipment and toys were throughout the center.

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

**Met**

**Comment**

Consultant observed a gated and locked pool on site. Center Director stated that there are no swimming activities provided on this date.

### Facility

**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)**

**Technical Assistance**

**Comment**

Consultant observed that there were no hazards accessible to children on this date.

**Technical Assistance**

591-1-1-.25(11) - Consultant discussed with Center Director that floor coverings should be tight, smooth, free of odors and washable or cleanable in the 3rd Right Classroom.

**Correction Deadline: 1/19/2019**

**Technical Assistance**

591-1-1-.25(3) - Consultant spoke with Center Director to ensure baseboards around the toilet are repaired prior to children returning from break in 2nd Right Classroom. Consultant also discussed with Center Director to ensure that the ceiling located in the 2nd Right Classroom is replaced or repaired prior to children being present in the classroom.

**Correction Deadline: 12/20/2018**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26(4) - Consultant discussed with Center Director to ensure sections of playground fence remains at least 4 feet high. Consultant also spoke with Center Director to ensure playground fence is well maintained on Main Playground, Playground A, and Playground B.

**Correction Deadline: 12/20/2018**

**Technical Assistance**

591-1-1-.26(8) - Consultant discussed with Center Director to ensure that climbing and swinging equipment have resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency on the Main Playground, Playground A, and Playground B. Consultant was unable to measure resilient surface accurately on this date due to rainy weather.

**Correction Deadline: 12/30/2018**

<b>Food Service</b>
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**591-1-1-.18 Kitchen Operations**

**Not Met**

**Finding**

591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents. It was determined, based on Consultant observation, that food was not stored in it's original package, and was not labeled with the date, or the description of the food.

**POI (Plan of Improvement)**

The Center will train Center Staff on proper storage and labeling.

**Correction Deadline: 12/20/2018**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.10 - Consultant discussed with Center Employee to ensure that the ventilation fan is on, and operating while diapering all infants.

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**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined, based on Consultant observation, one (1) Center Employee did not wash their hands after wiping a child's nose. It was also determined, based on Consultant observation, that one (1) Center Employee did not wash hands or the infants hands after completing diapering procedure.

**POI (Plan of Improvement)**

The Center Director will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 12/20/2018**

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

The Center Director stated that Center currently does not dispense/administer medication at this time. Consultant discussed proper medication administration and documentation with Center Director.

**Safety**

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

Consultant observed animals to be properly caged and maintained on this date.

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

Consultant observed Center Employees 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****Comment**

Consultant observed one (1) Bus on site during the visit. Current and completed documentation of transportation observed on this date.

**Sleeping & Resting Equipment**

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

Consultant observed six (6) cribs to meet Consumer Product Safety Commission regulations on this date. Center Employees stated proper Safe Sleep for Infants.

**Staff Records**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Consultant observed 34 Center Employees to have Satisfactory Comprehensive Criminal Record Check Determination letters issued by our Department to be completed and on file.

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined, based on review of records, one (1) of 34 Center Employees was not ported electronically to current Center within portability expiration.

**POI (Plan of Improvement)**

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

**Correction Deadline: 12/21/2018**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Technical Assistance****Technical Assistance**

591-1-1-.32 - Consultant discussed with Center Director to ensure that Center Employees are consistently supervising all children while in care.

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**591-1-1-.32 Supervision(CR)****Met****Correction Deadline: 3/27/2018****Corrected on 12/20/2018**

.32(7) - Consultant spoke with Center Director to ensure that Center Staff have watchful oversight, and supervises all children while in care.