



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: 11/19/2019 **VisitType:** Licensing Study

Arrival: 10:45 AM

Departure: 2:00 PM

CCLC-1583

The Learning Tree Academy

1661 Fernside Dr. Toccoa, GA 30577 Stephens County
 (706) 886-9900 thelearningtreeacademy@gmail.com

Regional Consultant

Malissa Champion

Phone: (770) 357-4925

Fax: (770) 357-4924

malissa.champion@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★ ★

| 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. 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. |
|------------------------------------|-----------------|---------------|--|
| 11/19/2019 | Licensing Study | Good Standing | |
| 06/11/2019 | Licensing Study | Good Standing | |
| 12/28/2018 | Licensing Study | Good Standing | |

Ratios/License Capacity

| Building | Room | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes | |
|-----------------------------|---------------|------------------------------------|-------|----------|------|-----------------------------|--------------|------------|--------------|-------------------------------|--|
| Building 1 | 1L | Two Year Olds | 2 | 7 | C | 22 | C | NA | NA | Outside | |
| Building 1 | 1R | Three Year Olds | 2 | 14 | C | 22 | C | NA | NA | Transitioning | |
| Building 1 | 2L | Two Year Olds | 4 | 15 | C | 22 | C | NA | NA | Outside | |
| Building 1 | 2R | Two Year Olds and Three Year Olds | 3 | 10 | C | 23 | C | NA | NA | Outside | |
| Building 1 | Cafeteria | | 0 | 0 | C | 32 | C | NA | NA | | |
| Total Capacity @35 sq. ft.: | | | 121 | | | Total Capacity @25 sq. ft.: | | | 0 | | |
| Building 2 | 1L back | Infants and One Year Olds | 2 | 8 | C | 10 | C | NA | NA | Free Play | |
| Building 2 | 1L front | One Year Olds | 3 | 7 | C | 18 | C | NA | NA | Lunch | |
| Building 2 | 1R | Infants | 2 | 6 | C | 14 | C | NA | NA | Feeding, Floor Play, Nap | |
| Total Capacity @35 sq. ft.: | | | 42 | | | Total Capacity @25 sq. ft.: | | | 0 | | |
| Building 3 | Downstairs-1L | Four Year Olds and Five Year Olds | 2 | 7 | C | 20 | C | NA | NA | Story | |
| Building 3 | Downstairs-2L | Three Year Olds and Four Year Olds | 2 | 12 | C | 18 | C | NA | NA | Outside, Lunch, Transitioning | |
| Building 3 | Gym | | 0 | 0 | C | 62 | C | NA | NA | | |

| | | | | | | | | | |
|---------------------------------|--------------|--|---|---|---|---------------------------------|---|----|----|
| Building 3 | Media Center | | 0 | 0 | C | 13 | C | NA | NA |
| Building 3 | Upstairs 1L | | 0 | 0 | C | 19 | C | NA | NA |
| Building 3 | Upstairs- 1R | | 0 | 0 | C | 39 | C | NA | NA |
| Total Capacity @35 sq. ft.: 171 | | | | | | Total Capacity @25 sq. ft.: 0 | | | |
| Total # Children this Date: 86 | | | | | | Total Capacity @35 sq. ft.: 334 | | | |
| | | | | | | Total Capacity @25 sq. ft.: 0 | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|------------|------------------------|----------------------|-----------------------|
| Building 1 | Playground A-Rt side | 102 | C |
| Building 1 | Playground B-Middle | 70 | C |
| Building 1 | Playground C-Left side | 56 | C |
| Building 2 | Playground-Infant | 32 | C |
| Building 2 | Screened Porch | 6 | C |
| Building 3 | Playground | 75 | C |

Comments

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit conducted on June 11, 2019.

Plan of Improvement: Developed This Date 11/19/2019

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.al.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://dec.al.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.

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 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.dec.al.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@dec.al.ga.gov

Logan Herring-Harris, Program Official

Date

Malissa Champion, 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: 11/19/2019 **VisitType:** Licensing Study

Arrival: 10:45 AM

Departure: 2:00 PM

CCLC-1583

The Learning Tree Academy

1661 Fernside Dr. Toccoa, GA 30577 Stephens County
(706) 886-9900 thelearningtreeacademy@gmail.com

Mailing Address
Same

Regional Consultant

Malissa Champion

Phone: (770) 357-4925

Fax: (770) 357-4924

malissa.champion@decal.ga.gov

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.

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

Met

Comment

Pool not in use at this time, gates observed locked.

Comment

Swimming rules discussed. Swim forms observed to be complete on this date. Provider stated a minimum of three (3) certified life guards are kept on staff during the summer months when swimming is conducted.

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 |

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

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

Comment

Playground observed to be clean and in good repair. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, resilient surface levels, entrapment hazards, etc.) with the director on this date.

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

Staff state proper knowledge of diapering procedures.

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

Not Met

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the children in Building 3 Classroom 2L did not wash their hands with liquid soap and warm running water upon re-entering the child care area after outside play on this date.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 11/19/2019

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Consultant observed complete emergency drills on this date.

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.

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

Field trip documentation observed to be complete.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Comment

The vehicles had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Correction Deadline: 6/11/2019**Corrected on 11/19/2019****.30(1)(d) - The previous citation was observed to be corrected on this date. Consultant observed a pleasant naptime environment on this date.**

Staff Records

| | |
|--|-----|
| Staff # 1 Date of Hire: 05/15/2017 | Met |
| Staff # 2 Date of Hire: 09/05/2019 | Met |
| Staff # 3 Date of Hire: 08/04/2016 | Met |
| Staff # 4 Date of Hire: 03/03/2014 | Met |
| Staff # 5 Date of Hire: 03/17/2018 | Met |
| Staff # 6 Date of Hire: 03/22/2018 | Met |
| Staff # 7 Date of Hire: 07/26/2018 | Met |
| Staff # 8 Date of Hire: 02/21/2014 | Met |
| Staff # 9 Date of Hire: 06/01/2019 | Met |
| Staff # 10 Date of Hire: 10/21/2019 | Met |
| Staff # 11 Date of Hire: 08/21/2012 | Met |
| Staff # 12 Date of Hire: 07/21/2010 | Met |
| Staff # 13 Date of Hire: 08/16/2010 | Met |
| Staff # 14 Date of Hire: 11/16/2016 | Met |
| Staff # 15 Date of Hire: 08/19/2008 | Met |

| | |
|--|-----|
| Staff # 16 Date of Hire: 09/24/2014 | Met |
| Staff # 17 Date of Hire: 07/22/2012 | Met |
| Staff # 18 Date of Hire: 10/05/2017 | Met |
| Staff # 19 Date of Hire: 08/10/2009 | Met |
| Staff # 20 Date of Hire: 05/13/2017 | Met |
| Staff # 21 Date of Hire: 05/01/2019 | Met |
| Staff # 22 Date of Hire: 03/16/2017 | Met |
| Staff # 23 Date of Hire: 08/12/2019 | Met |
| Staff # 24 Date of Hire: 04/28/2016 | Met |
| Staff # 25 Date of Hire: 08/15/2015 | Met |
| Staff # 26 Date of Hire: 08/04/2016 | Met |
| Staff # 27 Date of Hire: 02/22/2016 | Met |
| Staff # 28 Date of Hire: 09/05/2019 | Met |
| Staff # 29 Date of Hire: 05/10/2018 | Met |
| Staff # 30 Date of Hire: 08/12/2019 | Met |

| | |
|--|-----|
| Staff # 31 Date of Hire: 03/17/2018 | Met |
| Staff # 32 Date of Hire: 05/19/2016 | Met |
| Staff # 33 Date of Hire: 04/12/2017 | Met |
| Staff # 34 Date of Hire: 08/07/2019 | Met |
| Staff # 35 Date of Hire: 04/16/2017 | Met |
| Staff # 36 Date of Hire: 08/20/2015 | Met |
| Staff # 37 Date of Hire: 10/27/2015 | Met |
| Staff # 38 Date of Hire: 05/16/2019 | Met |
| Staff # 39 Date of Hire: 08/01/2018 | Met |

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided seven (7) files for employees hired since last visit on June 11, 2019.

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

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.