



**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:** 12/28/2018 **VisitType:** Licensing Study

**Arrival:** 2:25 PM

**Departure:** 5:55 PM

**CCLC-1583**

**The Learning Tree Academy**

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

**Regional Consultant**

Tasha McDonald

Phone: (770) 344-3353

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tasha.mcdonald@decal.ga.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.  <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.
12/28/2018	Licensing Study	Good Standing	
05/08/2018	Incident Investigation Closure	Good Standing	
05/08/2018	Incident Investigation & Follow Up	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		0	0	C	22	C	NA	NA	
Building 1	1R	Three Year Olds	2	3	C	22	C	NA	NA	Circle Time
Building 1	2L	Two Year Olds	2	8	C	22	C	NA	NA	Circle Time
Building 1	2R	Three Year Olds	2	9	C	23	C	NA	NA	Circle Time
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	One Year Olds	2	8	C	10	C	NA	NA	Free Play
Building 2	1L front	One Year Olds	2	6	C	18	C	NA	NA	Snack
Building 2	1R	Infants	3	7	C	14	C	NA	NA	Floor Play, Diapering
Total Capacity @35 sq. ft.: 42						Total Capacity @25 sq. ft.: 0				
Building 3	Downstairs-1L		0	0	C	20	C	NA	NA	Free Play
Building 3	Downstairs-2L		0	0	C	18	C	NA	NA	
Building 3	Gym	Four Year Olds and Five Year Olds	2	8	C	62	C	NA	NA	Free Play

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	Five Year Olds and Six Year Olds and Over	1	8	C	39	C	NA	NA	Story	
Total Capacity @35 sq. ft.: 171						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 57						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 monitoring visit and to follow-up on the previous visit conducted on March 15, 2018.

Plan of Improvement: Developed This Date 12/28/2018

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.

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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@dec.al.ga.gov](mailto: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.

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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)



**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](mailto:qualityrated@dec.al.ga.gov)

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Logan Herring-Harris, Program Official

Date

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Tasha McDonald, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Met**

**Correction Deadline: 5/8/2018**

**Corrected on 12/28/2018**

**.03(9) - The previous citation was observed to be corrected on this date. Consultant observed staff to ensure that appropriate activities are conducted with children on this date.**

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**591-1-1-.12 Equipment & Toys(CR)****Not Met****Comment**

A variety of equipment and toys were observed throughout the center.

**Finding**

591-1-1-.12(3) requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was determined based on observation that four purple children's chairs were observed stacked in Building 1 1L. The stacked chairs posed as a hazard, as they could fall or be tipped over.

**POI (Plan of Improvement)**

Center staff will re-position the identified equipment and/or furniture and the director will view each classroom to verify appropriate make changes, as needed, and have a system to monitor these items.

**Correction Deadline: 12/28/2018**

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

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

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

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****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 consultant's observation that off insect repellent, men's blade intensive relief hand cream, April's body & shower body lotion and Assurd men's shaving cream were stored in an unlocked cabinet in the Downstairs 1L classroom. It was also determined that 6 pair of adult scissors were stored in an unlocked cabinet in the upstairs 1R classroom. All items contained the label "Keep out the reach of children" and were accessible to the children receiving care on this date.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 12/28/2018**

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

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

Proper diapering procedures observed.

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

Please ensure lids remain on trash containing organic waste.

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

Discussed proper medication documentation and procedures.

**Policies and Procedures**

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

Consultant discussed with director about center updating their emergency drill log.

**Correction Deadline: 1/2/2019**

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

Observed all required posted notices.

**Safety**

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

Age-appropriate discussion and/or redirection observed.

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

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

## Sleeping & Resting Equipment

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

Met

**Comment**

Discussed SIDS and infant sleeping position.

## Staff Records

**Records Reviewed: 37**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 03/13/2018	
Staff # 2	Met
Date of Hire: 03/19/2008	
Staff # 3	Met
Date of Hire: 01/23/2017	
Staff # 4	Met
Date of Hire: 10/02/2017	
Staff # 5	Met
Date of Hire: 02/02/2016	
Staff # 6	Met
Date of Hire: 08/01/2018	
Staff # 7	Met
Date of Hire: 10/13/2015	
Staff # 8	Met
Date of Hire: 05/07/2018	
Staff # 9	Met
Date of Hire: 05/15/2017	
Staff # 10	Met
Date of Hire: 01/02/2017	
Staff # 11	Met
Date of Hire: 06/23/2016	
Staff # 12	Met
Date of Hire: 04/12/2017	
Staff # 13	Met

Date of Hire: 07/28/2016

Staff # 14 Met

Date of Hire: 08/10/2009

Staff # 15 Met

Date of Hire: 04/16/2007

Staff # 16 Met

Date of Hire: 03/16/2018

Staff # 17 Met

Date of Hire: 07/20/2015

Staff # 18 Met

Date of Hire: 08/20/2015

Staff # 19 Met

Date of Hire: 06/25/2018

Staff # 20 Met

Date of Hire: 04/10/2015

Staff # 21 Met

Date of Hire: 07/23/2018

Staff # 22 Met

Date of Hire: 12/05/2016

Staff # 23 Met

Date of Hire: 08/16/2010

Staff # 24 Met

Date of Hire: 08/26/2008

Staff # 25 Met

Date of Hire: 07/15/2015

Staff # 26 Met

Date of Hire: 05/15/2017

Staff # 27 Met

Date of Hire: 08/16/2018

Staff # 28 Met

Date of Hire: 07/21/2010

**Records Reviewed: 37**

**Records with Missing/Incomplete Components: 0**

Staff # 29 Date of Hire: 04/18/2016	Met
Staff # 30 Date of Hire: 05/05/2014	Met
Staff # 31 Date of Hire: 08/23/2012	Met
Staff # 32 Date of Hire: 08/01/2012	Met
Staff # 33 Date of Hire: 05/09/2016	Met
Staff # 34 Date of Hire: 02/21/2014	Met
Staff # 35 Date of Hire: 01/15/2008	Met
Staff # 36 Date of Hire: 02/09/2018	Met
Staff # 37 Date of Hire: 03/20/2017	Met

**Staff Credentials Reviewed: 37**

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

**Comment**

Consultant reviewed five files for staff members hired since the previous visit was conducted on March 15, 2018. Consultant observed five of five newly hired staff members to have evidence of a satisfactory determination letter on file on this date.

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

**Comment**

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

**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.

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

**Met**

**Comment**

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