



**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:** 1/15/2019    **VisitType:** Licensing Study    **Arrival:** 11:10 AM    **Departure:** 3:30 PM

**CCLC-16542**

**Treehouse Academy**

2740 Five Forks Trickum Road Lawrenceville, GA 30044 Gwinnett County  
(770) 985-5438 info@treehouseacademy.net

**Mailing Address**  
Same

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536  
Fax: (706) 688-0418  
jennifer.taylor@dec.al.gov

Joint with: Emma Smith

**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.
01/15/2019	Licensing Study	Good Standing	
08/22/2018	Monitoring Visit	Good Standing	
03/14/2018	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
Main	A-First Left	PreK	2	20	C	25	C	NA	NA	Transitioning
Main	B-Second Lft	One Year Olds and Two Year Olds	2	14	C	17	C	NA	NA	Transitioning, Nap
Main	C-First Right	Two Year Olds and Three Year Olds	2	16	C	16	C	NA	NA	Nap
Main	D-Back Middle	Three Year Olds and Four Year Olds	2	18	C	18	C	NA	NA	Lunch
Main	E-Right 1st Left	Infants and One Year Olds	2	12	C	12	C	NA	NA	Diapering, Free Play
Main	F-BR Prek2	PreK	2	21	C	22	C	NA	NA	Lunch
Main	G- Prek3	PreK	3	20	C	18	NC	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 128						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 121			Total Capacity @35 sq. ft.: 128			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	2's	93	C
Main	Infant Playground	7	C
Main	Middle Playground	97	C
Main	School Age	109	C
Main	Toddlers Playground	11	C

**Comments**

The purpose of the visit was to conduct a licensing study.

Plan of Improvement: Developed This Date 01/15/2019

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.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 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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Penny Holt, Program Official

Date

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LaQuita Clark, Consultant

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 1/15/2019    **VisitType:** Licensing Study    **Arrival:** 11:10 AM    **Departure:** 3:30 PM

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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. Be mindful of wear and tear on equipment in classrooms.

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

Center does not provide swimming activities.

**Children's Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

**Facility**

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**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

591-1-1-.06 - Please be mindful to clean dust on ventilation fans in all bathrooms throughout the center.

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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)****Technical Assistance****Technical Assistance**

591-1-1-.25(8) - Please be mindful to ensure all electrical outlets and wires are inaccessible to children in the classroom.

**Correction Deadline: 1/15/2019**

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

591-1-1-.26 - Please be mindful to check for rust on playground equipment, watchful of areas with standing water following rain, and spray exposed roots that could potentially be a tripping hazard,

**Food Service**

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

Kitchen appears clean and well organized.

**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**

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

**Policies and Procedures**

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

Complete documentation of emergency drills and a current emergency plan were observed on file.

Correction Deadline: 1/20/2019

**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**

Complete documentation of transportation checklists were observed. Current vehicle inspections were also observed on file.

**Sleeping & Resting Equipment**

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

**Met**

Correction Deadline: 8/22/2018

Corrected on 1/15/2019

.30(2) - It was determined based on observation that no hazardous items were placed in infant cribs and staff were observed to use safe sleep procedures.

**Staff Records**

**Records Reviewed: 26**

**Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 01/04/2016	
Staff # 2	Met
Date of Hire: 12/11/2018	
Staff # 3	Met
Date of Hire: 03/19/2018	
Staff # 4	Met
Date of Hire: 01/19/2016	
Staff # 5	Met
Date of Hire: 09/07/2018	
Staff # 6	Met
Date of Hire: 01/19/2016	

Staff # 7 Date of Hire: 09/05/2006	Met
Staff # 8 Date of Hire: 08/03/2009	Met
Staff # 9 Date of Hire: 07/31/2017	Met
Staff # 10 Date of Hire: 12/21/2017	Met
Staff # 11 Date of Hire: 11/27/2017	Met
Staff # 12 Date of Hire: 07/30/2018	Met
Staff # 13 Date of Hire: 08/14/2018	Met
Staff # 14 Date of Hire: 05/16/2018	Met
Staff # 15 Date of Hire: 09/05/2006	Met
Staff # 16 Date of Hire: 05/07/2018	Met
Staff # 17 Date of Hire: 12/08/2009	Met
Staff # 18 Date of Hire: 09/05/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.14(2)-CPR missing	Not Met
Staff # 19 Date of Hire: 03/05/2018 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 20	Not Met

Date of Hire: 02/03/2015

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 21 Met

Date of Hire: 03/14/2006

Staff # 22 Met

Date of Hire: 01/09/2006

Staff # 23 Met

Date of Hire: 12/12/2018

Staff # 24 Met

Date of Hire: 01/09/2006

Staff # 25 Met

Date of Hire: 07/30/2013

Staff # 26 Met

Date of Hire: 04/30/2018

**Staff Credentials Reviewed: 26****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete. The director provided five files for staff hired since the previous. All staff were observed to have satisfactory comprehensive background checks on file.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that one of 27 staff members employed over 90 days did not have CPR and first aid training on file.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 2/14/2019****591-1-1-.33 Staff Training****Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of records that one of 27 staff members employed over 90 days did not have record of Healthy and Safety Orientation Training for 2018.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 2/14/2019**

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

**Not Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of files, two of seven classrooms did not have lead teachers meeting academic requirements on this date.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 5/31/2019**

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**Staffing and Supervision**

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**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.