



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: 3/14/2018 **VisitType:** Licensing Study **Arrival:** 8:55 AM **Departure:** 1:30 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

Tamra Thomas
 Phone: (770) 405-7962
 Fax: (404) 591-6172
 tamra.thomas@decal.ga.gov

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.
03/14/2018	Licensing Study	Good Standing	
08/30/2017	Monitoring Visit	Good Standing	
05/10/2017	Monitoring Visit	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	21	C	25	C	NA	NA	Centers
Main	B-Second Lft	One Year Olds and Two Year Olds	2	12	C	17	C	NA	NA	Diapering, Centers
Main	C-First Right	Two Year Olds and Three Year Olds	2	16	C	16	C	NA	NA	Circle Time
Main	D-Back Middle	Three Year Olds and Four Year Olds	2	16	C	18	C	NA	NA	Centers
Main	E-Right 1st Left	Infants and One Year Olds	2	8	C	12	C	NA	NA	Diapering, Feeding, Floor Play
Main	F-BR Prek2	PreK	2	18	C	22	C	NA	NA	Transitioning, Centers
Main	G- Prek3	PreK	2	18	C	18	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 128

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 109

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

Comments

Plan of Improvement: No Plan Developed

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. You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Penny Holt, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

Date: 3/14/2018 **VisitType:** Licensing Study **Arrival:** 8:55 AM **Departure:** 1:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The provider had Lesson Plans posted for the current week on this date.

Correction Deadline: 3/14/2018

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

Center does not provide swimming activities.

Children's Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

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

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Child # 7	Met
Child # 8	Met
Child # 9	Met

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

Met

Comment

Records were observed to be complete and well organized.

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)

Met

Comment

Center appears clean and well maintained.

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

Technical Assistance

Technical Assistance

Discussed with the provider to ensure mulch is added/redistributed to the Middle Playground at the bottom of the slide, and the School-age playground at the bottom of the slide.

Correction Deadline: 3/24/2018

Food Service

591-1-1-.15 Food Service & Nutrition

Technical Assistance

Technical Assistance

The provider had two out of eight chairs at the high table without straps, but a receipt was shown to the consultant that reflects the two belts have been ordered. The provider will make the two chairs unusable by placing tape over the opening until the belts are received.

Correction Deadline: 3/14/2018

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

Hand washing requirements for diapering were discussed with the director on this date.

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

Met

Comment

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on a review of records the provider did not have an Emergency Plan on file for review on this date.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items. The provider will use DECAL emergency plan template to develop an Emergency plan.

Correction Deadline: 3/19/2018**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records no dates were indicated for January-February 2018 Smoke Detector and Fire Extinguisher monthly checks.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years. The consultant provided the updated emergency drill form to ensure lockdown drill and emergency response plan is noted, as required.

Correction Deadline: 3/19/2018

Safety

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of record a second signature was missing on March 2,2018 for PM transportation from R.D Head Elementary to Treehouse Academy.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 3/14/2018

Sleeping & Resting Equipment

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

Met

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 25

Records with Missing/Incomplete Components: 9

Staff # 1 Not Met

Date of Hire: 01/04/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 10/05/2017

Staff # 3 Not Met

Date of Hire: 10/18/2011

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4 Met

Date of Hire: 01/19/2016

Staff # 5 Met

Date of Hire: 03/01/2018

Staff # 6 Met

Date of Hire: 01/19/2016

Staff # 7	Not Met
Date of Hire: 09/05/2006	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 8	Not Met
Date of Hire: 08/03/2009	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 9	Met
Date of Hire: 07/31/2017	
Staff # 10	Met
Date of Hire: 02/08/2016	
Staff # 11	Met
Date of Hire: 12/21/2017	
Staff # 12	Met
Date of Hire: 08/24/2017	
Staff # 13	Not Met
Date of Hire: 09/05/2006	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 14	Met
Date of Hire: 11/13/2015	
Staff # 15	Met
Date of Hire: 12/08/2009	
Staff # 16	Met
Date of Hire: 03/05/2018	
Staff # 17	Not Met
Date of Hire: 02/03/2015	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 18	Met
Date of Hire: 03/14/2006	

Staff # 19 Not Met
 Date of Hire: 01/09/2006
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff # 20 Met
 Date of Hire: 03/23/2010

Staff # 21 Met
 Date of Hire: 09/13/2010

Staff # 22 Met
 Date of Hire: 01/13/2017

Staff # 23 Not Met
 Date of Hire: 01/19/2017
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff # 24 Met
 Date of Hire: 01/09/2006

Staff # 25 Not Met
 Date of Hire: 07/30/2013
"Missing/Incomplete Components"
 .33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 25

591-1-1-.09 Criminal Records Check(CR) Met

Comment
 Criminal records checks were observed to be complete.

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-.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 a review of records six staff did not have Health and Safety training within 90 days of hire.

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: 4/13/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records two staff did not have 2017 ten hours of annual training on file.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 4/13/2018

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Adequate supervision observed on this date.

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

Met

Comment

Adequate supervision observed on this date.