



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: 11/12/2020 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:30 AM

CCLC-37559

Alpha Preparatory Academy II

350 W. Peachtree St Norcross, GA 30071 Gwinnett County
 (470) 395-0767 alphapreacademy@gmail.com

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

Mailing Address

4462 Mink Livsey Road
 Snellville, GA 30039

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.
11/12/2020	Licensing Study	Good Standing	
11/20/2019	Licensing Study	Good Standing	
05/30/2019	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	B-Gabriel	Infants and One Year Olds	1	2	C	12	C	NA	NA	Free Play
Main	C-Sarah		0	0	C	12	C	NA	NA	Not In Use
Main	David		0	0	C	25	C	NA	NA	Not In Use
Main	E-Seraphine	PreK	2	6	C	23	C	NA	NA	Circle Time
Main	F-Eagles	PreK	2	10	C	22	C	NA	NA	Centers
Main	I-Asher	Three Year Olds and Four Year Olds and Six Year Olds and Over	1	7	C	17	C	23	C	Centers
Main	J- Daniel		0	0	C	16	C	NA	NA	Not In Use
Main	Jonah		0	0	C	17	C	24	C	Not In Use
Main	Michael		0	0	C	12	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 156

Total Capacity @25 sq. ft.: 169

Total # Children this Date: 25

Total Capacity @35 sq. ft.: 156

Total Capacity @25 sq. ft.: 169

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	32	C
Main	B- Preschool	102	C

Comments

An Administrative Review was conducted on November 5, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 12, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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.al.ga.gov/CCS/RulesAndRegulations.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

Cera Wallace, Program Official

Date

Leena Mitchell, 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: 11/12/2020 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:30 AM

CCLC-37559

Alpha Preparatory Academy II

350 W. Peachtree St Norcross, GA 30071 Gwinnett County
(470) 395-0767 alphapreacademy@gmail.com

Mailing Address

4462 Mink Livsey Road
Snellville, GA 30039

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@dec.al.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.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

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

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

591-1-1-.26 - Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fluff and redistribute resilient surface as needed.

Comment

Playground observed to be clean.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

591-1-1-.18 Kitchen Operations

Technical Assistance

Comment

Kitchen appears clean and well organized.

Technical Assistance

591-1-1-.18(5) - Consultant discussed with provider to adding a thermometer to the refrigerator and freezer in the infant classroom. Please ensure that you add a thermometer to monitor the temperature.

Correction Deadline: 11/11/2020

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)**Met****Comment**

Proper hand washing observed throughout the center. Staff stated the proper handwashing procedures for staff and children during virtual visit.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

591-1-1-.27 - Consultant discussed with provider about keeping all required posted notices current and displayed at all times.

Correction Deadline: 11/11/2020

591-1-1-.29 Required Reporting**Met****Comment**

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

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. Staff stated proper discipline procedures during the virtual visit.

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

Center does not participate in field trips at this time.

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

The consultant observed the following vehicle to have a current vehicle inspection report on file:
- Vehicle Tag # - QAB 4592 - Expires November 5, 2021.

Correction Deadline: 11/30/2019

Corrected on 11/12/2020

.36(3)(a-b) - The consultant observed the previous citation to be corrected in that the consultant observed staff members responsible for transportation to have evidence of transportation training.

Sleeping & Resting Equipment

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 stated proper safe sleep policy and procedure during virtual visit.

Staff Records**Records Reviewed: 11****Records with Missing/Incomplete Components: 7**

Staff # 1	Not Met
-----------	---------

Date of Hire: 11/02/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2	Met
-----------	-----

Date of Hire: 10/22/2019

Staff # 3	Met
-----------	-----

Date of Hire: 10/12/2020

Staff # 4	Not Met
-----------	---------

Date of Hire: 07/17/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 5	Not Met
-----------	---------

Date of Hire: 05/28/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6	Not Met
-----------	---------

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7	Not Met
-----------	---------

Date of Hire: 08/10/2020

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 8	Not Met
-----------	---------

Date of Hire: 07/29/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 9 Not Met
 Date of Hire: 12/09/2019
"Missing/Incomplete Components"
 .14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 10 Met
 Date of Hire: 01/02/2020

Staff # 11 Met
 Date of Hire: 04/09/2008

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Technical Assistance**

591-1-1-.09 - The consultant discussed the following information regarding criminal record checked with the director.

- Monitor the expiration dates of all staff members criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly and/or seasonal staff members with a six month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Correction Deadline: 11/11/2020**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 that staff member #1, hired on November 2, 2020, had a valid and current satisfactory Comprehensive Records Check Determination on file that was within the 12 month portability period, but had not been electronically ported as required. Staff member #1 was observed working in the Georgia Pre-K classroom on this date. Consultant assisted provider in porting the staff member before ending the visit. A one-day letter and video training affiliated was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 11/11/2020

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

Director provided four file for employees hired since last visit.

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

591-1-1-.14 - Complete first aid kits observed in center, Please ensure all required items are in the first aid kit at all times.

Technical Assistance

591-1-1-.14(2) - The consultant discussed first aid and CPR requirements with the director:

- Ensure that all newly hired staff members complete the required first aid and CPR training within 90-days of their date of hire.
- CPR training must be a hands on training. Online CPR training will not be accepted by the department.

Correction Deadline: 12/11/2020**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 a review of records that nine out of eleven staff members did not have documentation on file to show they had current training in CPR and First Aid.

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: 11/13/2020**Recited on 11/12/2020**

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

Documentation observed of required staff training.

Correction Deadline: 11/13/2020**Corrected on 11/12/2020**

.33(5) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of each staff member to have 10 hours of annual training for 2019.

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.

Comment

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

Comment

Discussed combining children of mixed ages.

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

Met

Comment

Adequate supervision observed on this date.