



**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:** 5/21/2020    **VisitType:** Licensing Study    **Arrival:** 12:40 PM    **Departure:** 4:30 PM

**CCLC-47215**

**White Oak Learning Academy #3**

2982 Grizzle Road Dawsonville, GA 30534 Dawson County  
(706) 216-3842 jenniferw@whiteoakacademy.com

**Regional Consultant**

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@dec.al.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.
05/21/2020	Licensing Study	Good Standing	
09/11/2019	Monitoring Visit	Good Standing	
02/01/2019	Incident Investigation Closure	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	Beginners	Infants	1	4	C	15	C	NA	NA	Floor Play
Main	Infants	Infants	1	3	C	14	C	NA	NA	Nap, Floor Play
Main	PreK/ AS 1	Five Year Olds and Six Year Olds and Over	2	19	C	26	C	NA	NA	Centers
Main	PreK/ AS 2	Five Year Olds and Six Year Olds and Over	2	14	C	22	C	NA	NA	Circle Time
Main	PreK/ AS 3	Six Year Olds and Over	2	20	C	22	C	NA	NA	Centers
Main	PreK/ AS 4	Four Year Olds	3	19	C	20	C	NA	NA	Lunch
Main	Preschool 1	One Year Olds	1	7	C	23	C	NA	NA	Nap
Main	Preschool 2	Two Year Olds	1	9	C	23	C	NA	NA	Nap
Main	Preschool 3	Three Year Olds	2	9	C	28	C	NA	NA	Nap
Main	Preschool 4	Three Year Olds	1	5	C	26	C	NA	NA	Nap
Main	Toddlers	One Year Olds	1	9	C	18	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 237

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 118

Total Capacity @35 sq. ft.: 237

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	U - Left	20	C
Main	V- Right Front	69	C
Main	W- Right Back	62	C

### Comments

May 21, 2020-An administrative review was completed on this date.

June 23, 2020-An Administrative Review was conducted on May 21, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 23, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/18/2020

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.

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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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Jennifer Welteroth, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

**Date:** 5/21/2020 **VisitType:** Licensing Study **Arrival:** 12:40 PM **Departure:** 4:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.12 - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed during a virtual walk through on June 23, 2020.

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

**N/A**

**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**

**Technical Assistance**

**Technical Assistance**

591-1-1-.08 - Attendance record requirements were discussed with the Director.

**Comment**

Records were observed to be complete and well organized for five of five children's files reviewed.

## 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

A virtual walk through of the center was conducted on June 23, 2020 due to the COVID-19 pandemic. No hazards were observed accessible to children during the virtual visit on this date.

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

Met

#### Comment

A virtual walk through of the center was conducted on June 23, 2020 due to the COVID-19 pandemic. The playground was unable to be observed due to inclement weather. Later that afternoon the Director submitted fifteen pictures of the playground for the consultant to review. Based on the pictures the playground was observed to be clean and in good repair.

## Food Service

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

Met

#### Comment

Center menu meets USDA guidelines.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

During the virtual walk through the kitchen appears clean and well organized. Children were observed eating in their classrooms. The cafeteria is not being used at this time.

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Met

#### Comment

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on June 23, 2020.

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

Met

#### Comment

Proper hand washing of children and staff was discussed with the Director. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed during the virtual walk through.

### 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****Not Evaluated****Comment**

591-1-1-.21(3) - A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next in person regulatory visit. The consultant discussed emergency drill requirements with the Director.

**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Not Evaluated****Comment**

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

Vehicle inspections were observed completed as follows:

2017 Ford Transit 250-Tag EHI 678, June 5, 2019

2004 GMC Savana Tag- EHP 669, June 4, 2019

2011 Chevrolet Express 3500, Tag- EHP 671, June 4, 2019

2017 Ford Transit 250, Tag EHP 679, June 5, 2019

**Comment**

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next in person regulatory visit.

**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed was observed during the virtual walk through conducted on this date.

**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**

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**Records Reviewed: 26****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 07/31/2017

Staff # 2

Met

Date of Hire: 07/31/2017

Staff # 3 Met

Date of Hire: 07/12/2019

Staff # 4 Met

Date of Hire: 02/27/2019

Staff # 5 Met

Date of Hire: 10/08/2018

Staff # 6 Met

Date of Hire: 07/31/2017

Staff # 7 Met

Date of Hire: 10/08/2017

Staff # 8 Met

Date of Hire: 08/31/2018

Staff # 9 Met

Staff # 10 Met

Date of Hire: 04/29/2019

Staff # 11 Met

Date of Hire: 07/31/2017

Staff # 12 Met

Date of Hire: 07/31/2017

Staff # 13 Met

Staff # 14 Met

Date of Hire: 01/06/2020

Staff # 15 Met

Date of Hire: 12/19/2017

Staff # 16 Met

Date of Hire: 08/31/2018

Staff # 17 Met

Date of Hire: 08/01/2010

Staff # 18 Met

**Records Reviewed: 26****Records with Missing/Incomplete Components: 1**

Date of Hire: 02/28/2018

Staff # 19 Met

Staff # 20 Met

Date of Hire: 06/09/2020

Staff # 21 Not Met

Date of Hire: 09/10/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 22 Met

Date of Hire: 05/20/2019

Staff # 23 Met

Date of Hire: 07/31/2017

Staff # 24 Met

Date of Hire: 07/31/2017

Staff # 25 Met

Date of Hire: 07/31/2017

Staff # 26 Met

Date of Hire: 07/31/2017

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete for 48 staff members employed on this date.

**Comment**

Director provided one file for an employee hired since the administrative review was conducted. The staff member was observed to have a satisfactory criminal record check on file..

**Comment**

Director provided ten files for employees hired since last visit on September 11, 2019.

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

Evidence observed of First Aid and CPR completed according to current licensing requirements.

**591-1-1-.33 Staff Training Not Met****Comment**

Health and Safety Training completed as required for five of five staff files reviewed on this date.

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff member #9 and #42 did not complete the required annual training for 2019.

**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: 6/17/2020**

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

**Met**

**Comment**

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 June 16, 2020.

**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**

Adequate supervision observed on this date.