



**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:** 7/29/2019    **VisitType:** Licensing Study    **Arrival:** 9:45 AM    **Departure:** 2:00 PM

**CCLC-48690**

**Alkin Academy**

3620 Jonesboro Rd Fairburn, GA 30213 Fulton County  
(770) 306-1234 alkinacademy1@gmail.com

**Regional Consultant**

Michelle Smith

Phone: (404) 478-8183

Fax: (678) 717-5636

michelle.smith@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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 07/29/2019                         | Licensing Study  | Good Standing |  |
| 01/31/2019                         | Monitoring Visit | Good Standing |  |
| 09/24/2018                         | 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            | Six Year Olds and Over            | 1     | 20       | C    | 14         | NC           | 19         | NC           | Outside               |
| Main     | B            |                                   | 0     | 0        | C    | 10         | C            | NA         | NA           | Not In Use            |
| Main     | C            | Infants and One Year Olds         | 1     | 5        | C    | 7          | C            | NA         | NA           | Nap,Floor Play        |
| Main     | D            | Two Year Olds                     | 1     | 10       | C    | 10         | C            | NA         | NA           | Outside,Transitioning |
| Main     | E            |                                   | 0     | 0        | C    | 13         | C            | NA         | NA           | Not In Use            |
| Main     | F            |                                   | 0     | 0        | C    | 13         | C            | NA         | NA           | Not In Use            |
| Main     | G            |                                   | 0     | 0        | C    | 12         | C            | NA         | NA           | Not In Use            |
| Main     | H - Upstairs | Four Year Olds and Five Year Olds | 1     | 18       | NC   | 75         | C            | NA         | NA           | Centers,Free Play     |

Total Capacity @35 sq. ft.: 154

Total Capacity @25 sq. ft.: 159

Total # Children this Date: 53

Total Capacity @35 sq. ft.: 154

Total Capacity @25 sq. ft.: 159

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | Outside    | 31                   | C                     |
| Main     | Outside    | 135                  | C                     |

**Comments**

The purpose of this visit was to conduct a Licensing Study as follow up to the visit conducted 1.31.19. Consultant discussed and reviewed report with Director on this date.

Plan of Improvement: Developed This Date 07/29/2019

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.

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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.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.

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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.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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Michele Brown, Program Official

Date

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Michelle Smith, Consultant

Date



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### Findings Report

**Date:** 7/29/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:00 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**

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

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

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.19 License Capacity(CR)** **Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on Consultant observation that 20 children were present in the 1st Right Classroom when the maximum license capacity is 14.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 7/29/2019**

**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

No hazards observed accessible to children on this date.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Correction Deadline: 2/28/2019**

Corrected on 7/29/2019

.26(9) - Consultant observed the roof of the awning to be removed.

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed with Center Director to cut or hanging tree limbs on the school age playground.

Correction Deadline: 7/29/2019

**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

Correction Deadline: 1/31/2019

Corrected on 7/29/2019

.17(7) - Consultant observed proper handwashing throughout the facility on this date.

591-1-1-.20 Medications(CR)

N/A

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

591-1-1-.21 Operational Policies & Procedures

Technical Assistance

**Technical Assistance**

591-1-1-.21(3) - Consultant discussed with Center Director to ensure that tornado and lock down drills are conducted prior to August 1, 2019.

Correction Deadline: 8/3/2019

**Safety**

591-1-1-.05 Animals

Met

**Comment**

Consultant observed turtles to be properly caged to prevent the spread of simonelli, as well as several fish tanks to be properly cleaned on this date.

591-1-1-.11 Discipline(CR)

Met

**Comment**

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

591-1-1-.36 Transportation(CR)

Not Met

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that Center Staff did not document a time when children were transported back to the facility from a field trip taken on July 26, 2019.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 7/30/2019**

**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**Correction Deadline: 1/31/2019**

**Corrected on 7/29/2019**

**.30(1)(a)3 - Consultant observed four cribs sheets to be tight fitting as required on this date.**

**Staff Records**

**Records Reviewed: 2**

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

Staff # 1 Met  
Date of Hire: 08/17/2017

Staff # 2 Met  
Date of Hire: 08/01/2017

**Staff Credentials Reviewed: 1**

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

**Comment**

Consultant observed 12 of 12 Center Staff to have valid Satisfactory Comprehensive Criminal Records Check Determination letters issued by the Department on this date.

**591-1-1-.14 First Aid & CPR Technical Assistance**

**Technical Assistance**

591-1-1-.14(3) - Consultant discussed with Center Director to monitor the first aid kit for expired items.

**Correction Deadline: 8/8/2019**

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

**Comment**

Consultant observed five Center Staff to have valid evidence of completing the annual 10 hours of training for 2018 as required.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.32(7) - Consultant discussed with Center Director to ensure that school age children are properly supervised when in transition to and from the restroom.

**Correction Deadline: 7/29/2019**