



**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:** 2/15/2019    **VisitType:** Licensing Study    **Arrival:** 10:40 AM    **Departure:** 3:15 PM

**CCLC-49061**

**Victory Kids' Academy**

3250 Sylvester Road Albany, GA 31705 Dougherty County  
(229) 435-0900 vkadaycare@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Phone:  
Fax:  
rukiya.thomas@decal.ga.gov

Joint with: Sondra Paster

**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.
02/15/2019	Licensing Study	Good Standing	
01/16/2019	Complaint Closure	Good Standing	
01/09/2019	Complaint Investigation Follow Up	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	Classroom A - Infants	Infants	1	2	C	6	C	NA	NA	Floor Play
Main	Classroom D - 3 year old	Three Year Olds	1	8	C	13	C	NA	NA	Circle Time
Main	Room B - 1 year old		0	0	C	10	C	NA	NA	
Main	Room C - 2 year old	One Year Olds and Two Year Olds	2	8	C	14	C	NA	NA	Transitioning
Main	Room E- 4 years & older		0	0	C	12	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 55						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 18			Total Capacity @35 sq. ft.: 55			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A - Infant & Toddler	37	C
Main	Playground B	83	C

**Comments**

Plan of Improvement: Developed This Date 02/15/2019

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.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.ga.gov](mailto:CCSRefutations@dec.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.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.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.ga.gov](mailto:qualityrated@dec.ga.gov)

Sharon Simmons, Program Official \_\_\_\_\_ Date

Allison Morrison, Consultant \_\_\_\_\_ Date

Sondra Paster, Consultant \_\_\_\_\_ Date



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### Findings Report

**Date:** 2/15/2019    **VisitType:** Licensing Study    **Arrival:** 10:40 AM    **Departure:** 3:15 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 Center provides a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth.

**Correction Deadline: 2/15/2019**

**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**

The director stated that the 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

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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****Met****Comment**

Bathrooms were observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity was observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that Classroom D had a teachers bag and stapler at children's level in an unlocked closet. Also, a bag of wipes labeled keep out of reach of children was accessible to children in Classroom C.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 2/15/2019**

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**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Playground observed to be clean and in good repair.

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Please ensure that infant feeding forms are updated regularly and kept in the infant classroom.

**Comment**

The consultant discussed ensuring that the provider serves the meal that is planned.

**Correction Deadline: 2/15/2019**

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

Please ensure that all food items are stored in airtight containers and labeled.

**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

The consultant discussed that children who can control head movement should have their hand washed at the sink.

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**591-1-1-.17 Hygiene(CR)****Met****Comment**

Staff were observed to remind children to wash hands during the visit.

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**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

The director stated that the no medication had been dispensed since the last visit on October 9, 2018.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(1)(q) requires the Center to have in the Center policies and procedures a description of the safe sleep practices followed by the Center that includes the following information: the initial placement of Infants on their backs to sleep; no cover or other soft items in crib; appropriate sleep clothing for Infants to be provided by Parent; individual crib, cot or mat and bedding provided and changing and cleaning practices for these items; Infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib to sleep; and no swaddling or positioning devices used. It was determined based on observation that the provider did not have a signed copy of the Center's safe sleep practices on file for any of the enrolled infants.

**POI (Plan of Improvement)**

The Center will write or revise policies and procedures to include the required description of the Center's safe sleep practices.

**Correction Deadline: 2/20/2019**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

Age-appropriate discussion and redirection was observed.

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

The director stated that the center does not participate in field trips at this time.

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

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

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that one driver was observed to be without transportation training.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 2/25/2019**

**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 a review of records that the center failed to record the arrival and departure on the transportation checklist for the week of February 11, 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: 2/16/2019**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle 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; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that the driver did not sign off on a first check of the transportation checklist the week of February 11, 2019 during evening pick up from Merry Acres School.

**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: 2/16/2019**

**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 observation that the driver of one of the vehicles parked and brought the kids in without asking the director to complete a second check of the vehicle.

**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: 2/15/2019**

**Sleeping & Resting Equipment**

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

**Comment**  
Pleasant naptime environment was observed.

**Staff Records**

**Records Reviewed: 11 Records with Missing/Incomplete Components: 3**

Staff # 1 Not Met

**Records Reviewed: 11****Records with Missing/Incomplete Components: 3**

Date of Hire: 12/07/2019

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 2

Met

Date of Hire: 06/20/2018

Staff # 3

Met

Date of Hire: 07/08/2018

Staff # 4

Met

Date of Hire: 06/20/2018

Staff # 5

Not Met

Date of Hire: 08/13/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health &amp; Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 6

Met

Date of Hire: 12/03/2018

Staff # 7

Met

Date of Hire: 10/25/2018

Staff # 8

Met

Date of Hire: 06/12/2018

Staff # 9

Not Met

Date of Hire: 06/20/2018

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 10

Met

Date of Hire: 08/25/2019

Staff # 11

Met

Date of Hire: 01/22/2019

**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

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

Please replace/add missing/expired item(s) in first aid kit(s).

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

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date. The consultant will review first year training at the next regulatory visit due to the center not being open for at least a year.

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

Staff observed to be compliant with applicable laws and regulations.

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<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center was observed to maintain appropriate staff:child ratios.

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**591-1-1-.32 Supervision(CR)****Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that a driver allowed five children to walk into the building unattended when they were walking in from the van ahead of the group.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 2/15/2019**