



**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:** 9/11/2018    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 9:15 AM    **Departure:** 1:45 PM

**CCLC-574**

**Mill Creek Academy**

1061 Old Peachtree Road Lawrenceville, GA 30043 Gwinnett County  
(770) 339-3330 kellycobb@charter.net

**Regional Consultant**

Stacy Whitten

Phone: (770) 405-7920

Fax: (404) 478-8021

stacy.whitten@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
09/11/2018	Complaint Investigation & Monitoring Visit	Good Standing
09/11/2018	Complaint Closure	Good Standing
05/17/2018	Monitoring Visit	Good Standing

**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.

**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- 1st Left	Infants	1	4	C	12	C	NA	NA	Floor Play,Nap
Main	B- 2nd Left	Infants and One Year Olds	1	6	C	13	C	NA	NA	Story
Main	C- 3rd Left	One Year Olds and Two Year Olds	1	8	C	17	C	NA	NA	Nap
Main	D- 4th Left		0	0	C	18	C	NA	NA	
Main	E- Back Left	Two Year Olds and Three Year Olds	1	10	C	24	C	NA	NA	Nap
Main	F- Center Left	Three Year Olds	1	12	C	26	C	NA	NA	Transitioning
Main	G- Center Right	PreK	2	21	C	26	C	NA	NA	Nap
Main	H- 1st Right	PreK	2	22	C	25	C	NA	NA	Nap
Main	I- 2nd Right	PreK	2	21	C	25	C	NA	NA	Nap
Main	J- 3rd Right	PreK	2	21	C	25	C	NA	NA	TV

Total Capacity @35 sq. ft.: 211

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 125

Total Capacity @35 sq. ft.: 211

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Infant/Toddler (Left)	27	C
Main	PG- Preschool/Afterschool (Back)	170	C

## Comments

The purpose of this visit was to conduct a complaint investigation and monitoring visit.

Plan of Improvement: Developed This Date 09/11/2018

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.

### 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.

**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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Kelly Cobb, Program Official

Date

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Stacy Whitten, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### 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)**

**Technical Assistance**

**Comment**

Center appears clean and well maintained.

**Technical Assistance**

591-1-1-.25(13) - Consultant discussed with provider to ensure all hazards are kept inaccessible to children. Consultant discussed with staff to monitor the storage of children's ointments and cleaning products in the plastic storage bins in the bathroom in classroom E back left so they do not become accessible to children.

**Correction Deadline: 9/11/2018**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

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**Safety**

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

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

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

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that there was not evidence of load or unload checks for thirteen children on a routine transportation trip from Taylor Elementary on August 27, 2018, and there was not evidence of load or unload checks for eleven children on a routine transportation trip from Taylor Elementary on August 20, 2018.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 9/12/2018****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 there was not evidence of the return time for a routine transportation trip from Taylor Elementary for fifteen children on September 3, 2018.

**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: 9/12/2018**

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**Sleeping & Resting Equipment**

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**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 28****Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 06/19/2017	Met
Staff # 2 Date of Hire: 07/31/2017	Met
Staff # 3 Date of Hire: 02/08/2017	Met
Staff # 4 Date of Hire: 07/27/2017	Met
Staff # 5 Date of Hire: 07/23/2018	Met
Staff # 6 Date of Hire: 07/31/2017	Met
Staff # 7 Date of Hire: 08/03/2017	Met
Staff # 8 Date of Hire: 08/10/2016	Met
Staff # 9 Date of Hire: 07/30/2018	Met
Staff # 10 Date of Hire: 07/11/2017	Met
Staff # 11 Date of Hire: 02/01/2016	Met
Staff # 12 Date of Hire: 08/02/2012	Met
Staff # 13 Date of Hire: 08/01/2016	Met

Staff # 14 Date of Hire: 11/05/2001	Met
Staff # 15 Date of Hire: 09/06/2011	Met
Staff # 16 Date of Hire: 07/30/2018	Met
Staff # 17 Date of Hire: 05/03/2016	Met
Staff # 18 Date of Hire: 01/02/2002	Met
Staff # 19 Date of Hire: 11/22/2015	Met
Staff # 20 Date of Hire: 08/08/2003	Met
Staff # 21 Date of Hire: 07/30/2018	Met
Staff # 22 Date of Hire: 07/23/2018	Met
Staff # 23 Date of Hire: 09/19/2016	Met
Staff # 24 Date of Hire: 10/02/2017	Met
Staff # 25 Date of Hire: 07/31/2017	Met
Staff # 26 Date of Hire: 07/22/2018	Met
Staff # 27 Date of Hire: 11/26/2001	Met
Staff # 28 Date of Hire: 08/17/2005	Met

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.09 - Consultant discussed with provider new criminal records check rule change. On and after October 1, 2018, local background checks (with purpose code "W") will no longer be accepted (no more 21-day provisional employment)

Everyone must have at least a fingerprint-based background check letter before they can be present at the center to care for children. The new definition of Provisional Employee includes those with only a satisfactory Fingerprint Records Check Determination. People with this type of clearance are allowed on site, but must be under the direct and continuous supervision of a Director or Employee with a satisfactory Comprehensive Records Check Determination.

**Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided six file(s) for employees hired since last visit.

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**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.

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**Staffing and Supervision**

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.