



**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:** 11/13/2017 **VisitType:** Licensing Study

**Arrival:** 11:10 AM

**Departure:** 3:30 PM

**CCLC-574**

**Mill Creek Academy**

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

**Regional Consultant**

Neli Todorova

Phone: (770) 359-5167

Fax: (678) 891-5630

neli.todorova@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

| <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. |
|------------------------------------|------------------|---------------|--|
| 11/13/2017                         | Licensing Study  | Good Standing |  |
| 04/06/2017                         | Licensing Study  | Good Standing |  |
| 11/04/2016                         | 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     | A- 1st Left     |                                    | 0     | 0        | C    | 12         | C            | NA         | NA           |                |
| Main     | B- 2nd Left     | Infants                            | 3     | 6        | C    | 13         | C            | NA         | NA           | Floor Play,Nap |
| Main     | C- 3rd Left     | One Year Olds                      | 1     | 3        | C    | 17         | C            | NA         | NA           | Nap            |
| Main     | D- 4th Left     | One Year Olds and Two Year Olds    | 1     | 6        | C    | 18         | C            | NA         | NA           | Nap            |
| Main     | E- Back Left    | Two Year Olds and Three Year Olds  | 2     | 11       | C    | 24         | C            | NA         | NA           | Nap            |
| Main     | F- Center Left  | Three Year Olds and Four Year Olds | 2     | 17       | C    | 26         | C            | NA         | NA           | Nap            |
| Main     | G- Center Right | PreK                               | 2     | 18       | C    | 26         | C            | NA         | NA           | Nap            |
| Main     | H- 1st Right    | PreK                               | 2     | 16       | C    | 25         | C            | NA         | NA           | Nap            |
| Main     | I- 2nd Right    | PreK                               | 2     | 19       | C    | 25         | C            | NA         | NA           | Nap            |
| Main     | J- 3rd Right    | PreK                               | 2     | 18       | C    | 25         | C            | NA         | NA           | Nap            |

Total Capacity @35 sq. ft.: 211

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 114

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 is to follow up on visit from april 6, 2017 and to conduct a Licensing study. Consultant discussed new core rules, update in USDA guidelines, Emergency Preparedness plan update, comprehensive background check.

Plan of Improvement: Developed This Date 11/13/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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](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.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Kelly Cobb, Program Official

Date

Neli Todorova, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(1) - Discussed with director to monitor that current lesson plans are available in all classrooms.

**Correction Deadline: 11/13/2017**

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

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Secure Cleaning Tools Out of Reach

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

**Met**

**Comment**

Licensed Capacity Routinely Met

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

**Met**

**Comment**

Observation-Center Clean/Well Maintained

**Comment**

Observation-No Hazards Accessible

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

Technical Assistance

**Technical Assistance**

591-1-1-.26 - Discussed-Fluff/Redistribute Surface in the fall zones.

**Comment**

Observation-Clean/Good Repair

**Food Service**

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

Met

**Comment**

Consultant discussed updated USDA Guidelines.

**Health and Hygiene**

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

Met

**Comment**

Staff Stated Proper Knowledge

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

Met

**Comment**

Observed-Staff Remind Children Wash Hand

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

Technical Assistance

**Technical Assistance**

Consultant discussed documentation standards on this date.

**Policies and Procedures**

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

Technical Assistance

**Technical Assistance**

591-1-1-.21(1)(p) - Discussed updating the existing emergency plan to include all required topics.

**Correction Deadline: 11/18/2017****Comment**

591-1-1-.21(3) - Observed documentation of emergency drills performed. Consultant provided new drills form to include lock down drills every six months.

**Correction Deadline: 11/18/2017****Safety**

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

Met

**Comment**

Observed-Positive Learning Environment

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

Met

**Comment**

Observed-Complete Documentation

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

Met

**Comment**

Observed-Complete Documentation

**Comment**

Vehicle had fire extinguisher and first aid kit

**Sleeping & Resting Equipment**

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

**Technical Assistance**

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Technical Assistance**

591-1-1-.30(1)(b)4 - Discussed with director to make sure that there are covers available for all children on cots.

**Correction Deadline: 11/13/2017**

**Staff Records**

**Records Reviewed: 36**

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

|                          |         |
|--------------------------|---------|
| Staff # 1                | Met     |
| Date of Hire: 07/31/2017 |         |
| <br>Staff # 2            | <br>Met |
| Date of Hire: 01/30/2017 |         |
| <br>Staff # 3            | <br>Met |
| Date of Hire: 06/19/2017 |         |
| <br>Staff # 4            | <br>Met |
| Date of Hire: 07/31/2017 |         |
| <br>Staff # 5            | <br>Met |
| Date of Hire: 11/04/2016 |         |
| <br>Staff # 6            | <br>Met |
| Date of Hire: 02/08/2017 |         |
| <br>Staff # 7            | <br>Met |
| Date of Hire: 08/28/2017 |         |
| <br>Staff # 8            | <br>Met |
| Date of Hire: 07/27/2017 |         |
| <br>Staff # 9            | <br>Met |
| Date of Hire: 07/31/2017 |         |
| <br>Staff # 10           | <br>Met |
| Date of Hire: 08/01/2011 |         |
| <br>Staff # 11           | <br>Met |

Date of Hire: 08/03/2017

Staff # 12 Met

Date of Hire: 08/10/2016

Staff # 13 Met

Date of Hire: 07/11/2017

Staff # 14 Met

Date of Hire: 02/01/2016

Staff # 15 Met

Date of Hire: 08/02/2012

Staff # 16 Met

Date of Hire: 09/08/2016

Staff # 17 Met

Date of Hire: 08/01/2016

Staff # 18 Met

Date of Hire: 11/05/2001

Staff # 19 Met

Date of Hire: 09/06/2011

Staff # 20 Met

Date of Hire: 05/03/2016

Staff # 21 Met

Date of Hire: 01/02/2002

Staff # 22 Met

Date of Hire: 02/24/2017

Staff # 23 Met

Date of Hire: 11/22/2015

Staff # 24 Met

Date of Hire: 08/08/2003

Staff # 25 Met

Date of Hire: 07/31/2017

Staff # 26 Met

Date of Hire: 09/19/2016

**Records Reviewed: 36**

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

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|  |     |
|--|-----|
| Staff # 27<br>Date of Hire: 08/01/2014 | Met |
| Staff # 28<br>Date of Hire: 02/01/2015 | Met |
| Staff # 29                             | Met |
| Staff # 30                             | Met |
| Staff # 31<br>Date of Hire: 10/02/2017 | Met |
| Staff # 32<br>Date of Hire: 07/31/2017 | Met |
| Staff # 33<br>Date of Hire: 11/26/2001 | Met |
| Staff # 34<br>Date of Hire: 08/17/2005 | Met |
| Staff # 35<br>Date of Hire: 02/24/2017 | Met |
| Staff # 36<br>Date of Hire: 09/11/2017 | Met |

**Staff Credentials Reviewed: 36**

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed with the director to monitor the portability time frame for new employees.

**Comment**

The director reported 13 new staff. Criminal Records Check complete for all 36 staff.

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

**Met**

**Comment**

Observed-50% Certified First Aid & CPR

**Comment**

Observed-Center/Vehicle Kits Complete

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

**Met**

**Comment**

Health/Safety training on file for all staff.

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

**Met**

**Comment**

Consultant observed staff comply wit applicable laws and regulations.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Direct Supervision/Attentive Staff