



**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

**Cover Sheet**

**Date:** 12/14/2021 **VisitType:** Monitoring Visit

**Arrival:** 10:00 AM

**Departure:** 1:45 PM

**CCLC-16513**

**Foundation Academy**

120 Commerce Parkway Cornelia, GA 30531 Habersham County  
 (706) 894-1529 foundationsacademy@windstream.net

**Regional Consultant**

Linda A. Barge

Phone: (229) 317-5612

Fax: (229) 317-5697

linda.barge@dec.al.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.  <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.
12/14/2021	Monitoring Visit	Good Standing	
04/27/2021	Licensing Study	Good Standing	
12/04/2020	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-1L 2 year olds	Infants	2	2	C	14	C	NA	NA	Floor Play
Main	B-2L Pre-K	GA PreK	2	19	C	24	C	NA	NA	Outside
Main	C-3L Pre-K	GA PreK	2	18	C	25	C	NA	NA	Free Play
Main	D-4L 3 year olds		0	0	C	23	C	NA	NA	
Main	E-1R S/A		0	0	C	23	C	32	C	
Main	F-2R front	Three Year Olds and Four Year Olds	2	13	C	15	C	NA	NA	Centers
Main	G-2R back	Three Year Olds	3	10	C	14	C	NA	NA	Centers
Main	H-3R Infants	One Year Olds	2	12	C	16	C	NA	NA	Free Play
Main	I-3R back 1 year olds	One Year Olds and Two Year Olds	3	12	C	16	C	NA	NA	Free Play
Main	J- 4R front	Two Year Olds	2	15	C	18	C	NA	NA	Free Play
Main	K-4R 2 years	Three Year Olds	2	12	C	16	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Centers Request

Total # Children this Date: 113

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-Infants	17	C
Main	Playground B - 3's and 4's	27	C
Main	Playground C - School Age	97	C

Main	Playground D - School Age	27	C
Main	Playground E - 2's	28	C
Main	Playground F - 1's	29	C
Main	Playground G - 3's and 4's	34	C

#### **Comments**

The Consultant conducted a Virtual Monitoring Visit on this date due to Covid-19 pandemic.

Plan of Improvement: No Plan Developed

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



#### **Important New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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)

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Sthar Trotman, Program Official

Date

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Linda A. Barge, 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)**

**Met**

**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)**

**Met**

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Playground not observed on this date due to no Internet when we went outside. The director stated that she had just purchased rubber mulch for the playground. The provider and the Consultant discussed monitoring the playground daily for normal wear and tear of playground equipment and toys, Potential entrapment hazards in the fence surrounding the playground area, insects such as bees, ants, etc..., loose and or weak tree branches surrounding the playground area, standing water in and around the playground equipment after inclement weather, and monitor the rubber mulch for normal wear and tear, and any tripping hazards.

### Health and Hygiene

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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Discussed proper hand washing. Hand washing chart posted in each classroom above sink.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

Documentation for medication dispensing was reviewed for five of five children. Documentation was observed to be complete on this date.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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Correction Deadline: 5/2/2021

Corrected on 12/14/2021

.21(1)(a-o) - On this date the Consultant observed the Emergency Preparedness Plans that that describe the Center's operations as follows: a) services to be provided, ages of children served, days and times of operations and days and times closed; b) enrollment and admission requirements specifying Parents' responsibilities for supplying needed information and escorting the child to and from the Center; c) a fee and payment schedule with standard fees, fees related to absences and vacations and other fees such as for transportation and late fees; d) Center's transportation and field trip services; e) administration of medication and Parent notification of adverse reactions to prescribed medication; f) Parental notification in cases of illness/injury and exclusion of sick children; g) Parental notification when a notifiable communicable disease is present; h) handling of medical emergencies; i) meals and snacks served, including guidelines for food brought from child's home; j) access by the Parents to all Center areas used by the child; k) child abuse reporting law requirements; l) behavior management and discipline actions used; m) nondiscrimination statement; n) Center sponsored religious and cultural activities; and o) diapering, toilet training and feeding procedures. It was determined based on review of records that the center did not have documentation of specific accommodations for infants, toddlers, children with disabilities, children with chronic medical conditions, and the relocation and reunification with families.

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

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

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

591-1-1-.36 - School transportation for November 29, 2021 thru December 6, 2021 was reviewed and documentation is complete.

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Discussed SIDS and infant sleeping position.

<b>Staff Records</b>
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Staff # 1	Met
Date of Hire: 02/17/2021	
Staff # 2	Met
Date of Hire: 10/08/2008	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 07/22/2020	
Staff # 5	Met
Date of Hire: 03/31/2017	
Staff # 6	Met
Date of Hire: 08/16/2021	
Staff # 7	Met
Date of Hire: 06/27/2016	
Staff # 8	Met
Date of Hire: 12/30/2019	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 12/30/2019	
Staff # 11	Met
Date of Hire: 08/20/2018	
Staff # 12	Met
Date of Hire: 04/16/2021	
Staff # 13	Met
Date of Hire: 11/18/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 03/17/2021	
Staff # 15	Met
Date of Hire: 04/12/2021	
Staff # 16	Met
Date of Hire: 03/17/2021	

Staff # 17	Met
Date of Hire: 03/03/2021	
Staff # 18	Met
Date of Hire: 08/25/2008	
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Date of Hire: 08/04/2008	
Staff # 23	Met
Staff # 24	Met
Date of Hire: 11/22/2019	
Staff # 25	Met
Date of Hire: 02/15/2021	
Staff # 26	Met
Date of Hire: 12/02/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 27	Met
Date of Hire: 09/23/2020	
Staff # 28	Met
Date of Hire: 02/11/2021	
Staff # 29	Not Met
Date of Hire: 10/06/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 30	Met
Staff # 31	Met
Date of Hire: 09/28/2015	
Staff # 32	Met
Date of Hire: 02/20/2018	

Staff # 33	Met
Date of Hire: 08/03/2020	
Staff # 34	Met
Date of Hire: 01/06/2017	
Staff # 35	Met
Date of Hire: 01/06/2017	
Staff # 36	Met
Staff # 37	Met
Date of Hire: 06/29/2021	
Staff # 38	Met
Date of Hire: 05/19/2020	
Staff # 39	Met
Date of Hire: 07/20/2020	
Staff # 40	Met
Date of Hire: 07/06/2020	
Staff # 41	Met
Date of Hire: 12/06/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 42	Met
Date of Hire: 09/16/2008	
Staff # 43	Not Met
Date of Hire: 09/16/2008	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 44	Met
Date of Hire: 08/22/2019	
Staff # 45	Met
Date of Hire: 11/15/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 46	Met
Date of Hire: 07/30/2021	
Staff # 47	Met



**Records Reviewed: 53****Records with Missing/Incomplete Components: 2**

Date of Hire: 07/30/2021

Staff # 48

Met

Date of Hire: 08/04/2008

Staff # 49

Met

Date of Hire: 06/04/2013

Staff # 50

Met

Date of Hire: 08/31/2020

Staff # 51

Met

Date of Hire: 02/11/2016

Staff # 52

Met

Date of Hire: 09/16/2019

Staff # 53

Met

Date of Hire: 08/10/2018

**Staff Credentials Reviewed: 20****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR****Met****Correction Deadline: 5/27/2021****Corrected on 12/14/2021**

**.14(2) - The Consultant reviewed First Aid and CPR Cards for Janeth Kane (Card Issued 6/15/2021), Meredith Anderson (card issued 6/15/21), Shannon Caudell (card issued 5/17/2021), Sharon Marie Rogers (Card issued 10/19/2021), Morgan Biron (Card issued 6/15/21), and Luz Sierra Flores (card issued 10/21/2021).**

**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that staff member #43, date of hire September 16 2021, did not have evidence of an academic credential on file. The system reflects that the employee started working on her CDA 10/21. The director stated that a Variance had been submitted, but she never heard anything from the Variance. Employee #29 hire date October 6, 2021 did not have evidence of an academic credential on file. The Director stated that the staff is enrolled at Lanier Technical College, working on an Associates Degree in Early Childhood Education and will complete by 12/2022.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 1/14/2022**

<b>Staffing and Supervision</b>
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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**

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