



**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: 4/27/2021 **VisitType:** Licensing Study **Arrival:** 4:00 PM **Departure:** 6:30 PM

CCLC-16513

Foundation Academy

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

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation			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.
04/27/2021	Licensing Study	Good Standing	
12/04/2020	Monitoring Visit	Good Standing	
05/14/2020	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-1L 2 year olds	Infants	2	7	C	14	C	NA	NA	Diapering, Free Play, Floor Play
Main	B-2L Pre-K	PreK	2	17	C	24	C	NA	NA	Outside
Main	C-3L Pre-K	PreK	2	17	C	25	C	NA	NA	Outside
Main	D-4L 3 year olds		0	0	C	23	C	NA	NA	
Main	E-1R S/A	Three Year Olds and Four Year Olds	2	20	C	23	C	32	C	Lunch
Main	F-2R front	Three Year Olds and Four Year Olds	1	10	C	15	C	NA	NA	Centers
Main	G-2R back	Three Year Olds and Four Year Olds	1	11	C	14	C	NA	NA	Centers
Main	H-3R Infants	One Year Olds	2	10	C	16	C	NA	NA	Transitioning
Main	I-3R back 1 year olds	One Year Olds	2	12	C	16	C	NA	NA	Lunch
Main	J- 4R front	Two Year Olds	2	13	C	18	C	NA	NA	Transitioning, Lunch
Main	K-4R 2 years	Two Year Olds	2	10	C	16	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 200					Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request			
Total # Children this Date: 127			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

An administrative review was completed on April 27, 2021. An administrative review was completed on April 27, 2021. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on April 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on March 31, 2021 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 04/27/2021

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.decal.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




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.decal.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@decal.ga.gov

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@decals.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://decals.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)

Sthar Trotman, Program Official

Date

Margarita Collier, Consultant

Date



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

Findings Report

Date: 4/27/2021 **VisitType:** Licensing Study **Arrival:** 4:00 PM **Departure:** 6:30 PM

CCLC-16513

Foundation Academy

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

Mailing Address
Same

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

The following information is associated with a Licensing Study:

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.

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

591-1-1-.08 Children's Records

Met

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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.

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

Technical Assistance

Technical Assistance

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.).
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Monitor rubber resilient surface for normal wear and tear.

Food Service

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

Technical Assistance

Comment

Center menu meets USDA guidelines.

Technical Assistance

Please ensure that infant feeding forms are updated regularly.

Technical Assistance

The consultant discussed new revision to restricted food. Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/wind pipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Technical Assistance

The consultant discussed revision to the written feeding plans for children under the age of 1 years old. Age appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

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**

Comment

Staff were observed to remind children to wash hands.

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

Technical Assistance

Consultant discussed medication documentation procedures with the director. Please ensure that dates of medication are documented for all medications. Please ensure that written authorization to dispense medications shall be limited to two weeks unless otherwise prescribed by a physician or authorized under Georgia law.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding

591-1-1-.21(1)(a-o) requires the Center to establish and implement written policies and procedures 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.

POI (Plan of Improvement)

The Center will revise their policies and procedures to include all required information and update as needed.

Correction Deadline: 5/2/2021

591-1-1-.29 Required Reporting **Met**

Technical Assistance

The consultant discussed the required reporting process via DECAL KOALA with the director (i.e., communicable illness, program operating status, child abuse, neglect, deprivation, etc.).

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Comment

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

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

Center does not participate in field trips at this time.

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

Complete documentation of transportation observed.

Comment

The consultant observed the following vehicles to have evidence of a current vehicle inspection report:

- Vehicle Tag # DFT471 - Expires August 7, 2021
- Vehicle Tag # BDQ9149 - Expires July 5, 2021
- Vehicle Tag # BSF5713 - Expires August 5, 2021

Sleeping & Resting Equipment

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 35**Records with Missing/Incomplete Components: 8**

Staff # 1

Met

Date of Hire: 08/04/2008

Staff # 2

Met

Date of Hire: 02/17/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 3

Met

Date of Hire: 10/08/2008

Staff # 4

Not Met

Date of Hire: 07/22/2020

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 5

Met

Date of Hire: 03/31/2017

Staff # 6

Met

Date of Hire: 06/27/2016

Staff # 7

Met

Date of Hire: 12/30/2019

Staff # 8

Not Met

Date of Hire: 08/20/2018

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 9	Met
Date of Hire: 04/16/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Met
Date of Hire: 03/17/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met
Date of Hire: 04/12/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Date of Hire: 03/17/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Date of Hire: 03/03/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 08/25/2008	
Staff # 15	Met
Date of Hire: 08/04/2008	
Staff # 16	Met
Date of Hire: 02/15/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 17	Not Met
Date of Hire: 09/23/2020	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 18	Met
Date of Hire: 10/18/2018	
Staff # 19	Met
Date of Hire: 02/11/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 20	Met
Date of Hire: 09/28/2015	
Staff # 21	Met

Date of Hire: 02/20/2018

Staff # 22 Met
Date of Hire: 08/03/2020

Staff # 23 Met
Date of Hire: 01/06/2017

Staff # 24 Met
Date of Hire: 05/19/2020

Staff # 25 Met
Date of Hire: 07/20/2020

Staff # 26 Not Met
Date of Hire: 07/06/2020
"Missing/Incomplete Components"
.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 27 Not Met
Date of Hire: 09/16/2008
"Missing/Incomplete Components"
.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 28 Not Met
Date of Hire: 08/22/2019
"Missing/Incomplete Components"
.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 29 Met
Date of Hire: 08/04/2008

Staff # 30 Met
Date of Hire: 06/04/2013

Staff # 31 Not Met
Date of Hire: 08/31/2020
"Missing/Incomplete Components"
.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 32 Met
Date of Hire: 02/11/2016

Staff # 33 Met
Date of Hire: 09/16/2019

Staff # 34

Not Met

Date of Hire: 04/03/2019

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 35

Met

Date of Hire: 08/10/2018

Staff Credentials Reviewed: 19

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

Technical Assistance

Comment

Criminal record checks were observed to be complete.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors, and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, and/or independent contractors with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The director provided eight filed for staff members hired since the previous visit was conducted on December 4, 2020. The consultant observed eight of eight newly hired staff members to have evidence of a comprehensive satisfactory determination letter on file.

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

Not Met

Technical Assistance

Please be mindful of the expiration dates of staff members' first aid and CPR training cards. Please ensure that staff members complete first aid and CPR training within the first 90-days of their date of hire.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that staff member #4, date of hire July 22, 2020, staff member #31, date of hire August 31, 2020, and staff member #17, date of hire September 23, 2020, did not complete the required first aid and CPR training within the first 90-days of their date of hire. Further review of records revealed that staff member #8, date of hire August 20, 2018, staff member #26, date of hire July 26, 2020, staff member #28, date of hire January 30, 2020, and staff member #34, date of hire August 3, 2020 did not have evidence of a current first aid and CPR training card on file.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 5/27/2021

Comment

Documentation observed of required staff training.

Technical Assistance

The consultant discussed the following regarding the required health and safety orientation training with the director:

- Ensure that all newly hired staff members complete health and safety orientation training within the first 90-days of their date of hire.
- Staff will be allowed to transfer their health and safety orientation training if they change employment to another facility if the health and safety orientation training is an approved 10-hour training meeting the new requirements and the training has been obtained within the preceding 12 months.
- Staff members cannot re-take the health and safety orientation training in order to meet the required 10 hours of annual training for at least five years.

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

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on March 31, 2021. Staff observed to be compliant with applicable laws and regulations.

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 #27, date of hire September 16, 2008, did not have evidence of an academic credential on file. Staff member #27 was observed to have a CDA completion training certificate on file dated for October 11, 2012.

POI (Plan of Improvement)

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

Correction Deadline: 4/27/2021

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Technical Assistance****Comment**

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

Technical Assistance

The consultant discussed staff being attentive and participating with all children during mealtime and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.