



**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: 5/25/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 12:40 PM

CCLC-47215

White Oak Learning Academy #3

2982 Grizzle Road Dawsonville, GA 30534 Dawson County
(706) 216-3842 jenniferw@whiteoakacademy.com

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

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colleen.covey@dec.al.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
05/25/2021	Licensing Study	Good Standing
12/18/2020	Monitoring Visit	Good Standing
05/21/2020	Licensing Study	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	Beginners	Infants and One Year Olds	2	5	C	15	C	NA	NA	Nap, Floor Play
Main	Infants	Infants	2	8	C	14	C	NA	NA	Feeding, Floor Play
Main	PreK/ AS 1	Four Year Olds	2	21	C	26	C	NA	NA	Transitioning
Main	PreK/ AS 2	PreK	2	20	C	22	C	NA	NA	Outside
Main	PreK/ AS 3		0	0	C	22	C	NA	NA	
Main	PreK/ AS 4	PreK	2	20	C	20	C	NA	NA	Outside
Main	Preschool 1	One Year Olds and Two Year Olds	2	14	C	23	C	NA	NA	Free Play
Main	Preschool 2	Two Year Olds	2	14	C	23	C	NA	NA	Free Play
Main	Preschool 3	Three Year Olds	2	19	C	28	C	NA	NA	Circle Time
Main	Preschool 4	Three Year Olds and Four Year Olds	1	15	C	26	C	NA	NA	Centers
Main	Toddlers	One Year Olds	2	11	C	18	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 237						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 147			Total Capacity @35 sq. ft.: 237			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	U - Left	20	C
Main	V- Right Front	69	C
Main	W- Right Back	62	C

Comments

An Administrative Review was conducted on May 24, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on May 25, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 1, 2021 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/25/2021

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.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

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.

- 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)

Jennifer Welteroth, Program Official

Date

Colleen Covey, 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-.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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that child #1, Child #2, and Child #3 had enrollment records that did not include all the required information. The records were missing the parent's work telephone numbers and work addresses.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 5/25/2021

	Facility
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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**

A virtual walk through of the center was conducted on May 25, 2021 due to the COVID-19 pandemic. No hazards were observed accessible to children on this date.

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

A virtual walk through of the playground was conducted on May 25, 2021 due to the COVID-19 pandemic. The playground was observed to be clean and in good repair. The consultant discussed monitoring and maintaining the resilient surface.

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

Center menu meets USDA guidelines.

Comment

Discussed new revision to restricted food rule which states: 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/windpipe 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.

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

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on May 25, 2021.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through on this date. Staff stated knowledge of proper hand washing procedures for staff and children.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Comment

Program observed complete emergency drills

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

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

TA-A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

591-1-1-.13 Field Trips(CR) **N/A**

Comment

Center does not participate in field trips at this time.

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

A current/completed inspection was observed for all vehicles used in transporting children this date. Vehicle inspections were observed completed as follows:

Vehicle #10-2017 Ford Transit 250, Tag # EHP 678, May 28, 2020

Vehicle #9-2017 Ford Transit, Tag # EHP 679, May 26, 2020

Vehicle #6-2011 Chevrolet Express 3500, Tag # EHP 671, June 1, 2020

Vehicle #4-2004 GMC Savana, Tag # EHP 669, June 3, 2020

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 51**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 11/30/2020

Staff # 2 Met

Date of Hire: 07/31/2017

Staff # 3 Met

Date of Hire: 07/31/2017

Staff # 4 Met

Date of Hire: 08/07/2020

Staff # 5 Met

Date of Hire: 10/09/2019

Staff # 6 Met

Date of Hire: 08/06/2007

Staff # 7 Met

Date of Hire: 05/17/2021

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

Staff # 8 Met

Date of Hire: 08/01/2019

Staff # 9 Met

Date of Hire: 07/12/2019

Staff # 10 Met

Date of Hire: 02/27/2019

Staff # 11 Met

Date of Hire: 05/17/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 12 Met

Date of Hire: 10/08/2018

Staff # 13 Met

Date of Hire: 01/02/2015

Staff # 14 Met

Date of Hire: 04/12/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 15 Met

Date of Hire: 10/08/2017

Staff # 16 Met

Date of Hire: 08/31/2018

Staff # 17 Met

Staff # 18 Met

Date of Hire: 04/29/2019

Staff # 19 Met

Date of Hire: 07/31/2017

Staff # 20 Met

Date of Hire: 07/31/2017

Staff # 21 Met

Date of Hire: 05/03/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 22 Met

Date of Hire: 05/18/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 23 Met

Staff # 24 Met

Date of Hire: 08/31/2018

Staff # 25 Met

Date of Hire: 07/27/2020

Staff # 26 Date of Hire: 07/10/2017	Met
Staff # 27 Date of Hire: 01/06/2020	Met
Staff # 28	Met
Staff # 29 Date of Hire: 01/22/2020	Met
Staff # 30 Date of Hire: 03/30/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 31 Date of Hire: 01/15/2021	Met
Staff # 32 Date of Hire: 12/19/2017	Met
Staff # 33 Date of Hire: 08/26/2020	Met
Staff # 34 Date of Hire: 08/31/2018	Met
Staff # 35 Date of Hire: 10/07/2014	Met
Staff # 36 Date of Hire: 05/10/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 37 Date of Hire: 08/31/2018	Met
Staff # 38 Date of Hire: 11/03/2020	Met
Staff # 39 Date of Hire: 12/28/2020	Met
Staff # 40 Date of Hire: 08/01/2010	Met

Records Reviewed: 51

Records with Missing/Incomplete Components: 0

Staff # 41	Met
Staff # 42	Met
Date of Hire: 12/02/2020	
Staff # 43	Met
Date of Hire: 09/15/2020	
Staff # 44	Met
Date of Hire: 04/26/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 45	Met
Date of Hire: 09/10/2018	
Staff # 46	Met
Date of Hire: 02/27/2020	
Staff # 47	Met
Date of Hire: 05/20/2019	
Staff # 48	Met
Staff # 49	Met
Date of Hire: 07/31/2017	
Staff # 50	Met
Staff # 51	Met

Staff Credentials Reviewed: 9

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

Comment

Criminal record checks were observed to be complete for all staff observed during the virtual visit or listed on the staff list provided by the Director.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Correction Deadline: 6/17/2020

Corrected on 5/25/2021

.33(5) - Training for 2020 was observed completed as required.

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

Comment

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 May 1, 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)

Met

Comment

Adequate supervision observed on this date.

Comment

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.