



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: 10/12/2022 **VisitType:** Licensing Study

Arrival: 9:45 AM

Departure: 12:35 PM

CCLC-52184

Pine Grove Academy

200 Pine Grove Road Roswell, GA 30075 Fulton County
 (770) 642-1900 suzanne@pinegrovega.com

Regional Consultant

LaToya Longshore

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Mailing Address

Same

Quality Rated: ★

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.
10/12/2022	Licensing Study	Good Standing	
06/02/2022	Monitoring Visit	Good Standing	
11/15/2021	Licensing Study	Good Standing	

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	1L: Infants	Infants	4	11	C	25	C	NA	NA	Nap, Floor Play
Main	1R: Two's	Two Year Olds	2	13	C	23	C	NA	NA	Centers
Main	2L: Toddlers	One Year Olds	3	12	C	22	C	NA	NA	Free Play, Floor Play
Main	2R: Three's	Two Year Olds	3	15	C	23	C	NA	NA	Outside
Main	3R: Preschool	Three Year Olds	1	11	C	23	C	NA	NA	Story
Main	4R: Pre-K 2	Three Year Olds	1	11	C	20	C	NA	NA	Centers
Main	Middle: School Age	Six Year Olds and Over	1	8	C	26	C	NA	NA	Centers
Main	Rear(5R): Pre-K 1	PreK	2	17	C	25	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 187					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 98			Total Capacity @35 sq. ft.: 187			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A: Left Front	33	C
Main	B: Middle	93	C
Main	C: Rear Right	61	C

Comments

A Licensing Study was conducted on October 12, 2022. Staff Files, Transportation, Training, and Comprehensive Records Check files were reviewed.

Portability rules were discussed with the provider.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Suzanne Gillespie, Program Official

Date

LaToya Longshore, Consultant

Date



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Findings Report

Date: 10/12/2022 **VisitType:** Licensing Study

Arrival: 9:45 AM

Departure: 12:35 PM

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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)

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)

Technical Assistance

Technical Assistance

Discussed with the provider to ensure all hazards are properly stored around staff desk and children do not have access to storage areas.

Correction Deadline: 10/12/2022

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

Met

Comment

Provider is undergoing temporary construction of Playground A and B, indoor recess activities have been offered as an alternate until next Friday.

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**

Please ensure soiled items are stored inaccessible to children.

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on a review of records, a medication authorization form was incomplete was missing a prescription number.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 10/12/2022

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**

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Correction Deadline: 6/2/2022****Corrected on 10/12/2022**

Previous citation corrected. All cribs in the Infant classroom were observed with n attachments on the crib.

Staff Records

Records Reviewed: 50**Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Records Reviewed: 50**Records with Missing/Incomplete Components: 3**

Date of Hire: 08/08/2022

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

Staff # 2

Met

Date of Hire: 08/29/2022

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

Staff # 3

Met

Date of Hire: 09/13/2021

Staff # 4

Met

Date of Hire: 04/24/2014

Staff # 5

Met

Date of Hire: 10/04/2021

Staff # 6

Met

Date of Hire: 07/13/2021

Staff # 7

Met

Date of Hire: 07/30/2019

Staff # 8

Met

Date of Hire: 05/16/2022

Staff # 9

Met

Date of Hire: 09/06/2022

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

Staff # 10

Met

Date of Hire: 08/17/2022

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

Staff # 11

Met

Date of Hire: 12/13/2021

Staff # 12

Met

Date of Hire: 11/13/2017

Staff # 13

Met

Date of Hire: 08/16/2021

Staff # 14

Met

Date of Hire: 08/08/2022

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

Staff # 15

Met

Date of Hire: 07/05/2011

Staff # 16 Date of Hire: 03/28/2012	Met
Staff # 17 Date of Hire: 11/10/2019	Met
Staff # 18 Date of Hire: 08/19/2020	Met
Staff # 19 Date of Hire: 08/19/2020	Met
Staff # 20 Date of Hire: 03/28/2012	Met
Staff # 21 Date of Hire: 09/06/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 22 Date of Hire: 07/13/2022	Met
Staff # 23 Date of Hire: 09/21/2021	Met
Staff # 24 Date of Hire: 04/15/2013	Met
Staff # 25 Date of Hire: 09/07/2021	Met
Staff # 26 Date of Hire: 09/13/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 27 Date of Hire: 05/26/2022	Met
Staff # 28 Date of Hire: 08/14/2006	Met
Staff # 29 Date of Hire: 03/08/2022	Met
Staff # 30	Met

Records Reviewed: 50**Records with Missing/Incomplete Components: 3**

Date of Hire: 10/10/2022

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

Staff # 31

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 32

Met

Date of Hire: 11/11/2021

Staff # 33

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 34

Met

Date of Hire: 05/26/2020

Staff # 35

Met

Date of Hire: 01/12/2022

Staff # 36

Met

Date of Hire: 04/05/2022

Staff # 37

Met

Date of Hire: 08/02/2021

Staff # 38

Met

Date of Hire: 09/20/2022

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

Staff # 39

Met

Date of Hire: 09/13/2021

Staff # 40

Met

Date of Hire: 03/15/2022

Staff # 41

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 42

Met

Date of Hire: 08/08/2022

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

Staff # 43

Met

Date of Hire: 08/05/2022

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

Records Reviewed: 50**Records with Missing/Incomplete Components: 3**

Staff # 44 Date of Hire: 08/02/2004	Met
Staff # 45 Date of Hire: 01/31/1995	Met
Staff # 46 Date of Hire: 05/16/2022	Met
Staff # 47 Date of Hire: 05/03/2022	Met
Staff # 48 Date of Hire: 04/25/2022	Met
Staff # 49 Date of Hire: 04/18/2022	Met
Staff # 50 Date of Hire: 07/06/2022	Met

Staff Credentials Reviewed: 1

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of staff records, staff # 31, 33, and 41 were not electronically ported prior to being on premises.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will create a staff checklist to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will routinely check the checklist to ensure Comprehensive Records Check rules are maintained.

Correction Deadline: 10/12/2022

591-1-1-.24 Personnel Records**Technical Assistance**

Technical Assistance

Discussed with the provider to ensure all personnel files include signed Documentation of Orientation for each staff.

Correction Deadline: 10/17/2022

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

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

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