



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: 6/10/2022 **VisitType:** Licensing Study

Arrival: 2:00 PM

Departure: 3:40 PM

CCLC-52324

Suwanee Prep Academy Braselton

59 Charlie Smith Road Braselton, GA 30517 Jackson County
 (706) 684-0063 braselton@suwaneeprepacademy.net

Regional Consultant

Lynn Schnitzer

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lynn.schnitzer@decal.ga.gov

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.
06/10/2022	Licensing Study	Good Standing	
12/15/2021	Monitoring Visit	Good Standing	
04/06/2021	Monitoring Visit	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	Room A	Infants	1	6	C	7	C	NA	NA	Floor Play
Main	Room B	One Year Olds	2	11	C	16	C	NA	NA	Snack
Main	Room C	One Year Olds and Two Year Olds	2	8	C	15	C	NA	NA	Snack
Main	Room D	Two Year Olds and Three Year Olds	2	15	C	20	C	NA	NA	Nap, Transitioning, Snack
Main	Room E	Infants and One Year Olds	2	11	C	12	C	NA	NA	Floor Play
Main	Room F	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	14	C	26	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 96						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 65			Total Capacity @35 sq. ft.: 96			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	14	C
Main	Playground B	164	C

Comments

The purpose of today's visit was to conduct a licensing study and to follow up from the previous visit conducted on December 15, 2021.

Plan of Improvement: Developed This Date 06/10/2022

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)

Brandi Stembridge, Program Official

Date

Lynn Schnitzer, Consultant

Date



**Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 6/10/2022 **VisitType:** Licensing Study

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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

Equipment and furniture observed to be properly secured, as applicable.

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

Not Met

Comment

Children's enrollment forms were observed to be complete and well organized.

Finding

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on review of records that five of five records did not have evidence on file of written authorization for the center to obtain emergency medical care for the child when the parent is not available.

POI (Plan of Improvement)

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 6/10/2022

	Facility
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591-1-1-.06 Bathrooms **Met**

Comment

The consultant discussed with the director to ensure that vents in the bathroom are cleaned.

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

Comment

Licensed capacity observed to be met by center.

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

Comment

Consultant observed peeling paint on the walls in classrooms B and C. Director stated that the walls were scheduled to be painted on Monday, June 13, 2022.

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

Technical Assistance

591-1-1-.25(8) - The consultant discussed with the director that charger cords need to be stored inaccessible to children.

Correction Deadline: 6/10/2022

591-1-1-.26 Playgrounds(CR) **Not Met**

Comment

Consultant observed additional mulch ready to be distributed. Director stated mulch was to be distributed during the upcoming weekend.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the gate to the Toddler playground contained a gap measuring approximately three and a half inches, creating a potential entrapment hazard.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/10/2022

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

Consultant discussed USDA guidelines with the director.

Comment

Please ensure that bottles are covered and fully labeled with child's full name.

591-1-1-.18 Kitchen Operations**Not Met****Comment**

Kitchen appears clean and well organized.

Finding

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation that the temperature in the refrigerator in classroom A was at 42 degrees Fahrenheit.

POI (Plan of Improvement)

The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

Correction Deadline: 6/10/2022

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**

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Organization

591-1-1-.16 Governing Body & License**Not Met****Technical Assistance**

591-1-1-.16(f) - Consultant discussed with the director that an amendment is required to add a new classroom to their licensed capacity.

Correction Deadline: 6/10/2022**Finding**

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation that the back-left room was unlicensed and was occupied by two staff and eleven three-year-old and four four-year-old children.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 6/10/2022

Policies and Procedures

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

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals **Technical Assistance**

Technical Assistance

591-1-1-.05(1) - The consultant discussed with the director to ensure that the chickens are housed more than 500 feet from the building in which the Center is located..

Correction Deadline: 6/10/2022

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

Field trip documentation observed to be complete.

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

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Technical Assistance

591-1-1-.30(4) - The consultant discussed with the director to ensure that mats stored in the classroom are covered when not in use.

Correction Deadline: 6/10/2022

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 7

Staff # 1

Met

Date of Hire: 08/10/2021

Staff # 2	Not Met
Date of Hire: 01/10/2022	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 3	Not Met
Date of Hire: 08/10/2021	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing,.33(3)-Health & Safety Certificate	
Staff # 4	Not Met
Date of Hire: 01/10/2022	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 5	Not Met
Date of Hire: 03/03/2022	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 06/30/2020	
Staff # 8	Met
Date of Hire: 04/04/2022	
Staff # 9	Met
Date of Hire: 08/04/2021	
Staff # 10	Met
Date of Hire: 11/29/2021	
Staff # 11	Met
Date of Hire: 09/14/2021	
Staff # 12	Met
Staff # 13	Met
Date of Hire: 03/30/2022	
Staff # 14	Met
Date of Hire: 01/01/2020	

Staff # 15 Not Met
 Date of Hire: 02/21/2022
"Missing/Incomplete Components"
 .33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 16 Met
 Date of Hire: 04/12/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 17 Not Met
 Date of Hire: 01/18/2022
"Missing/Incomplete Components"
 .14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 18 Not Met
 Date of Hire: 03/01/2022
"Missing/Incomplete Components"
 .14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 7

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

Comment
 Criminal record checks were observed to be complete.

Comment
 Director provided nine files for employees hired since last visit December 15, 2021.

591-1-1-.14 First Aid & CPR Not Met

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 #2, date of hire January 10, 2022, staff #4, date of hire January 10, 2022, staff #5, date of hire March 3, 3022,staff #15, date of hire February 21, 2022, staff #17, date of hire January 18, 2022, and staff #18, date of hire March 1, 2022 did not have evidence of first aid/ CPR training 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: 7/10/2022

Finding
 591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the vehicle used to transport children did not contain a first aid kit.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 6/20/2022

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that staff #3, date of hire August 10, 2021, training date December 11, 2021, staff #4, date of hire January 10, 2022, training date May 10, 2022, staff #5, date of hire March 3, 2021, training date June 17, 2022, and staff #15, date of hire February 21, training date June 15, 2022, failed to complete health and safety orientation training with the first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 7/10/2022

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

Not Met

Finding

591-1-1-.31(2)(b)3.(i) requires that newly hired teachers who do not possess the educational and qualifying child care experience requirements must enroll in a program of study to obtain one of the educational credentials and qualifying experience requirements as required by these rules within six months after employment at the Center and complete the credential or degree within 18 months after enrollment. It was determined based on review of records that center did not have evidence that staff #3, date of hire August 10, 2021, had enrolled in a program of study to obtain the required educational credential by February 10, 2022.

POI (Plan of Improvement)

The Center will ensure that all teachers will comply with the educational and qualifying child care experience requirements.

Correction Deadline: 6/10/2022

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.

