



**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: 12/9/2021 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 10:00 AM

CCLC-574

Mill Creek Academy

1061 Old Peachtree Road Lawrenceville, GA 30043 Gwinnett County
(770) 339-3330 kellycobb@charter.net

Regional Consultant

Mari M. Springs

Phone: (706) 434-7652

Fax: (706) 434-7651

mari.springs@dec.al.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.
12/09/2021	Licensing Study	Good Standing	
05/27/2021	Monitoring Visit	Good Standing	
12/01/2020	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- 1st Left		0	0	C	12	C	NA	NA	Not In Use
Main	B- 2nd Left	Infants	1	5	C	13	C	NA	NA	Floor Play
Main	C- 3rd Left		0	0	C	17	C	NA	NA	Not In Use
Main	D- 4th Left	One Year Olds and Two Year Olds	2	8	C	18	C	NA	NA	Centers
Main	E- Back Left	Two Year Olds and Three Year Olds	1	9	C	24	C	NA	NA	Centers
Main	F- Center Left	Three Year Olds and Four Year Olds	2	15	C	26	C	NA	NA	Centers
Main	G- Center Right	GA PreK	2	15	C	26	C	NA	NA	Centers
Main	H- 1st Right	GA PreK	2	14	C	25	C	NA	NA	Centers
Main	I- 2nd Right	GA PreK	2	14	C	25	C	NA	NA	Centers
Main	J- 3rd Right	GA PreK	2	19	C	25	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 211

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 99

Total Capacity @35 sq. ft.: 211

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Infant/Toddler (Left)	27	C
Main	PG- Preschool/Afterschool (Back)	170	C

Comments

An Administrative Review was conducted on December 9, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 9, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

A 1-Day letter was emailed on this date.

Plan of Improvement: Developed This Date 12/09/2021

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)

Kelly Cobb, Program Official

Date

Mari M. Springs, 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 Virtual Visit was conducted due to the COVID-19 pandemic. Equipment and furniture appeared to be properly secured, as applicable.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair. Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **Met**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff state proper knowledge of diapering procedures.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Liquid soap and paper towels were observed accessible in the restroom area.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Documentation for medication dispensing observed complete.

Safety

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff were observed to maintain a positive learning environment on this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Review of transportation documentation was observed to be complete. Please ensure that all drivers, director and any employee that participates in transportation has completed the two hour Transportation training every two years.

Sleeping & Resting Equipment

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through SIDS and infant sleeping position was discussed.

Staff Records

Records Reviewed: 22

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Staff # 2	Met
Date of Hire: 01/18/2019	
Staff # 3	Met
Date of Hire: 08/08/2003	
Staff # 4	Met
Date of Hire: 08/16/2019	
Staff # 5	Met
Date of Hire: 11/05/2001	

Records Reviewed: 22

Records with Missing/Incomplete Components: 1

Staff # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 07/31/2017	
Staff # 8	Met
Date of Hire: 10/09/2019	
Staff # 9	Met
Date of Hire: 07/26/2021	
Staff # 10	Met
Staff # 11	Met
Date of Hire: 07/27/2017	
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 07/23/2018	
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Date of Hire: 05/03/2016	
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met

Staff Credentials Reviewed: 8

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

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that an employee did not submit fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 ensure the CRC rules are maintained.

Correction Deadline: 12/9/2021

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that an employee was working while children were present without a valid and current satisfactory Comprehensive Records Check Determination on file.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 ensure the CRC rules are maintained.

Correction Deadline: 12/9/2021

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

A Virtual Visit was conducted due to the COVID-19 pandemic. 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio were observed.

591-1-1-.32 Supervision(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.