



**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:** 7/19/2022    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 11:30 AM    **Departure:** 1:00 PM

**CCLC-38955**

**The Academy of Union City**

5515 Stonewall Tell Road Atlanta, GA 30349 Fulton County  
 (770) 742-3424 tanyah@academyofunioncity.com

**Regional Consultant**

Princess Walton

Phone: (770) 357-7030

Fax: (770) 357-7029

princess.walton@decal.ga.gov

**Mailing Address**

P.O. Box 13467  
 Atlanta, GA 30324

**Quality Rated:**

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
07/19/2022	Complaint Investigation & Licensing Study	Good Standing	
05/23/2022	Complaint Closure	Good Standing	
05/16/2022	Complaint Investigation Follow Up	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		0	0	C	12	C	NA	NA		
Main	B		0	0	C	15	C	NA	NA		
Main	C	Infants and One Year Olds and Two Year Olds	2	10	C	17	C	NA	NA	Free Play	
Main	Cafeteria		0	0	C	30	C	NA	NA		
Main	D		0	0	C	20	C	NA	NA		
Main	E		0	0	C	20	C	NA	NA		
Main	F		0	0	C	20	C	NA	NA		
Main	G	Five Year Olds and Six Year Olds and Over	1	18	C	20	C	NA	NA	Free Play	
Main	H		0	0	C	19	C	NA	NA		
Main	I		0	0	C	22	C	NA	NA		
Main	J		0	0	C	22	C	NA	NA		
Main	K		0	0	C	22	C	NA	NA		
Main	L		0	0	C	16	C	NA	NA		
Total Capacity @35 sq. ft.:			255			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 28			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	80	C

## Comments

The purpose of this visit is to conduct a LS/complaint investigation and follow-up to previous visit.

Plan of Improvement: Developed This Date 07/19/2022

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.al.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 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) 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](http://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)

---

Tanya Hayden, Program Official

Date

---

Princess Walton, 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:** 7/19/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 11:30 AM **Departure:** 1:00 PM

**CCLC-38955**

**The Academy of Union City**

5515 Stonewall Tell Road Atlanta, GA 30349 Fulton County  
(770) 742-3424 tanyah@academyofunioncity.com

**Mailing Address**

P.O. Box 13467  
Atlanta, GA 30324

**Regional Consultant**

Princess Walton

Phone: (770) 357-7030

Fax: (770) 357-7029

princess.walton@decal.ga.gov

The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on consultant observation two of the classrooms in use did not have current lesson plans posted.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 7/19/2022**

**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**

Pool not in use at this time, gates observed locked.

**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**

No hazards observed accessible to children on this date.

---

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

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

---

**591-1-1-.15 Food Service & Nutrition** **Not Met**

**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based consultant review of files that the center did not have infant feeding plan for an infant in care.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 7/19/2022**

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined that center did not have a current menu posted.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 7/19/2022**

**Health and Hygiene**

---

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

**Comment**

Proper diapering procedures observed.

---

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

**Comment**

Proper hand washing observed throughout the center.

---

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

**Comment**

The Provider stated that center currently does not dispense/administer medication.

**Safety**

---

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

**Comment**

Age-appropriate discussion and/or redirection observed.

---

**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**

**Comment**

Discussed SIDS and infant sleeping position.

**Correction Deadline: 5/16/2022**

**Corrected on 7/19/2022**

**.30(2) - Previous citation was discussed.**

---

**Staff Records**

---

**Records Reviewed: 7**

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

---

Staff # 1 Not Met

Date of Hire: 03/28/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Not Met

Date of Hire: 02/08/2016

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training

Staff # 3 Met

Date of Hire: 06/15/2022

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

Staff # 4 Met

Date of Hire: 07/12/2022

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

Staff # 5 Met

Date of Hire: 07/12/2022

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

Staff # 6 Met

Date of Hire: 07/12/2022

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

Staff # 7

Not Met

Date of Hire: 11/28/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

**Staff Credentials Reviewed: 3**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

**Not Met**

**Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on observation that the director did not have the required four hour food preparation training.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 8/18/2022**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of files that two staff with a hire dates of November 28, 2018 and February 8, 2016 did not have the required 10 hours annual training for the year 2021.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 8/18/2022**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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

**Met**

**Comment**

Discussed ratios.

---

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

**Met**

**Comment**

Adequate supervision observed on this date.

The following information is associated with a Complaint Investigation Visit:

<b>Activities and Equipment</b>
---------------------------------

---

**591-1-1-.03 Activities**

**Not Met**

**Correction Deadline: 5/26/2022**

**Corrected on 7/19/2022**

**.03(9) - Previous citation was corrected.**

<b>Policies and Procedures</b>
--------------------------------

---

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

**Met**

**Correction Deadline: 5/26/2022**

**Corrected on 7/19/2022**

**.29(3) - Previous citation was discussed.**