



**BRIGHT FROM THE START**  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby D. Cagle, MSW**  
COMMISSIONER

September 19, 2013

**HAND DELIVERY, CERTIFIED MAIL #7012 1010 0000 9736 9460 AND REGULAR MAIL**

Ms. Glenda Marcus  
Registered Agent  
Director  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

**RE: Notice of Revocation**

Dear Ms. Marcus:

Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) determined that correctable derelictions and deficiencies in the operation and management of Glenwood Pre School Academy, LLC were not corrected within a reasonable time after a Bright from the Start representative brought it to the center's attention both in writing and in person. On March 14, 2013, an office conference was conducted with the licensee to discuss rule violations and improvement actions in the area of transportation. On June 17, 2013 a monitoring and complaint investigation visit was conducted at Glenwood Pre School Academy, LLC located at 1180 Rocky Creek Road, Macon, Georgia 31206. On August 9, 2013 a monitoring visit and incident investigation was conducted at Glenwood Pre School Academy, LLC located at 1180 Rocky Creek Road, Macon, Georgia 31206. Bright from the Start determined that serious rule violations continued to exist and the facility had not taken adequate measures to correct and maintain compliance at both of these visits. Specifically, it was determined that center staff documented the verification of a second check of the vehicle for an afternoon route on June 17, 2013, prior to the route being run. On August 9, 2013, it was determined that center staff failed to account for the loading and unloading of children during several school routes that occurred on August 8, 2013. In addition, staff did not physically check the interior of the vehicle to ensure that children had exited the vehicle after school routes on August 7 and 8, 2013. It was also determined that the facility transported a child from Morgan Elementary on August 7, 2013 without parental permission, as the child was not enrolled in the program. Enforcement fines were issued for these same rules on June 5, 2013 and August 22, 2013.

The rule violations for which Bright from the Start is basing the revocation are attached as Exhibit "A", the August 9, 2013 visit is attached as Exhibit "B", the June 17, 2013 visit is attached as Exhibit "C", the June 5, 2013 enforcement fine letter is attached as Exhibit "D", the August 22, 2013 enforcement fine and restricted license letter are attached as Exhibit "E", the office conference confirmation letter is attached as Exhibit "F" and all are incorporated in this notice by reference.

Based on the facility's continued noncompliance with the Bright from the Start Rules for Child Care Learning Centers which demonstrates an intentional and reckless disregard for the health and safety of the children in care, the licensee is hereby notified that the license to operate Glenwood Pre School Academy, LLC is revoked. Bright from the Start's legal authority for revoking the license is found in O.C.G.A Sections 20-1A-12(b)(3) and (5), 20-1A-12(c)(5), and 20-1A-10(r), and the Bright from the Start Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of the Rules and Regulations of the State of Georgia.

September 19, 2013

Ms. Marcus

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In accordance with O.C.G.A Section 20-1A-10(o), this revocation becomes effective 30 days from receipt of this Notice. The licensee has the right to appeal the decision to revoke the license by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The request must be made in writing within 10 days of receipt of this Notice and addressed to:

**Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower  
Atlanta, Georgia 30334**

A hearing request stays or suspends the revocation.

If the licensee does not appeal this action within 10 days of receipt of this Notice, the decision to revoke the license will be final. Licensure staff will conduct a follow-up visit to verify closure.

Sincerely,



Brenda Haynesworth  
Child Care Services Director for Program Operations

Attachments

cc: Kristie Lewis  
Ira Sudman  
Elisabetta Kasfir  
Janine Joseph  
Candy Prince  
Meggan Hemans-Reese  
Jackie Shivers  
Pam Bojo  
Marjorie Almand  
Jennifer Bridgeman  
Sherry Smith  
Rachel Fowler  
State File

List of Rule Violations for:

Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

- 1. Rule 591-1-1-.36(6)(c)3. requires the driver or other designated person to immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded.**

During a monitoring visit and incident investigation conducted on August 9, 2013, transportation records were reviewed. It was determined that one of three children was not documented on the passenger checklist as loading or unloading the vehicle after transporting the child from Tender Years on August 8, 2013. Three of three children were not documented as loading or unloading when children were transported to Tender Years on August 9, 2013. It was also observed that one child was not accounted for as loading or unloading the vehicle during transportation to Hartley Elementary on August 8, 2013 and August 9, 2013. It was observed that on the afternoon route to Morgan Elementary on August 8, 2013, there were two transportation forms completed by two different staff persons. One form was observed to be missing documentation for one child and two children were marked as absent. The duplicate form showed that the child that was missing documentation and one of the children that was marked absent were marked present. One driver stated that she did not provide transportation to this school and the paperwork was filled out in error. In addition, there was no documentation to account for the loading and unloading of three of three children on the morning route on August 9, 2013 to Morgan Elementary. It was also determined that a five year old child was checked on and off the vehicle and transported to the center on August 7, 2013, although the child was not enrolled at the facility.

This rule was discussed with the licensee during an office conference conducted on March 14, 2013.

Enforcement fines were issued for other violations of this same rule on June 5, 2013 and August 22, 2013.

The repeated failure of center staff to document with a check or other mark when children got on and off the vehicle placed children at risk of harm.

- 2. Rule 591-1-1-.36(6)(d)1. requires that following transportation, for vehicles without child safety alarm devices, a staff person who was present on the vehicle during the trip physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle's interior. The staff person must then sign the passenger checklist with his/her full name, indicating that all of the children have exited the vehicle, and give the checklist to the director or designated staff person at the center who will also check the vehicle as stated above and sign the checklist with his/her full name.**

During a monitoring visit and complaint investigation conducted on June 17, 2013, transportation records were reviewed. It was determined that requirements were not met when there was a signature indicating that the second check had been completed for the afternoon route on June 17, 2013 and the route had not yet been run.

During a monitoring visit and incident investigation conducted on August 9, 2013, transportation records were reviewed. It was determined that staff did not conduct a first check of the vehicle after transporting a child to Hartley Elementary on August 7, 2013, August 8, 2013, and August 9, 2013. Staff did not conduct a first check of the vehicle after transporting children to Morgan Elementary on August 9, 2013. It was also determined that a second check of the vehicle was not conducted after children were transported from Tender Years on August 8, 2013. A second check of the vehicle was not completed after a child was transported to Hartley Elementary on August 7, 2013, August 8, 2013, and August 9, 2013, and a second check of the vehicle was not completed after children were transported to Morgan Elementary on August 9, 2013.

Further, it was determined that staff did not sign the passenger checklists indicating that a first check of the vehicle was completed after transporting a child to Hartley Elementary on August 7, 2013, August 8, 2013, and August 9, 2013. Staff did not sign the passenger checklist indicating that a first check of the vehicle was completed after transporting children to Morgan Elementary on August 9, 2013. It was also determined that the director did not sign the passenger checklist indicating that a second check of the vehicle was completed after children were transported from Tender Years on August 8, 2013. The director did not sign the passenger checklists indicating that a second check of the vehicle was completed after a child was transported to Hartley Elementary on August 7, 2013, August 8, 2013, and August 9, 2013, and there was no signature indicating that a second check of the vehicle was completed after children were transported to Morgan Elementary on August 9, 2013.

This rule was discussed with the licensee during an office conference conducted on March 14, 2013.

Enforcement fines were issued for other violations of this same rule on June 5, 2013 and August 22, 2013.

The repeated failure of center staff to physically check the interior of the vehicle and sign the passenger checklist indicating that all children had exited the vehicle placed children at risk of harm.

3. **591-1-1-.36(5) requires parental authorization for routine transportation to or from school, home or center to specify routine pickup location, pickup time, routine delivery location, routine delivery time and the name of any person authorized to receive the child.**

During a monitoring visit and incident investigation conducted on August 9, 2013, transportation records were reviewed. It was determined that a five year old child was transported from Morgan Elementary by the facility on August 7, 2013 without parental permission. The child was not enrolled at Glenwood Pre School Academy, LCC and was picked up and transported to the center in error.

The failure of center staff to verify the identity of children being transported placed children at risk of harm.

4. **591-1-1-.36(6)(b) requires that an emergency medical information record containing a listing of the child's allergies, special medical needs and conditions, current prescribed medications, doctor's name and phone number, medical facility the center uses and parents telephone numbers be maintained in the vehicle for each child being transported.**

During a monitoring visit and incident investigation conducted on August 9, 2013, transportation records were reviewed. It was determined that emergency medical information was missing for a five year old child who was transported by the facility on August 7, 2013, when the child was picked up by the facility and transported to the center in error. The child was not enrolled at Glenwood Pre School Academy, LCC.

The failure of center staff to have emergency medication information for all children being transported placed children at risk of harm.

5. **591-1-1-.36(6)(c)1. requires that each child be listed individually on the checklist using the first and last name of each child.**

During a monitoring visit and incident investigation conducted on August 9, 2013, transportation records were reviewed. It was determined that a five year old child was transported by the facility on August 7, 2013 and was not listed on the transportation checklist because she was not enrolled in the facility.

The failure of center staff to verify the identity of children being transported placed children at risk of harm.



**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.dec.state.ga.gov**

**Date:** 8/8/2013  
**Purpose:** Incident Investigation/Monitoring Visit

**Arrival:** 12:30 PM  
10:25 PM  
**Departure:** 1:25 PM  
2:45 PM

**CCLC-35162**

**Glenwood Pre School Academy, LLC**

1130 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net

**Consultant**

Rachel Fowler  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (478) 314-9707  
Fax: (478) 599-9153  
rachel.fowler@dec.state.ga.gov

**Mailing Address**  
Same

Joint with: Jennifer Bridgeman

**Compliance**

Projected FY 2014 Compliance: Compliant  
End of FY 2013 Compliance: Not Compliant

**Legend**

FY 2014 - July 1st, 2013 - June 30th, 2014  
FY 2013 - July 1st, 2012 - June 30th, 2013

**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	Infants and One Year Olds	2	9	C	18	C	NA	NA	Sleeping, Floor Play
Main	C	Five Year Olds and Six Year Olds and Over	1	9	C	16	C	NA	NA	Nap
Main	D	Three Year Olds and Four Year Olds	1	12	C	16	C	NA	NA	Nap
Main	E	Two Year Olds	1	9	C	17	C	NA	NA	Nap
Main	F		0	0	C	17	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 84

Total # Children this Date: 39

Total Capacity @35 sq. ft.: 84

EXHIBIT "B"

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An incident investigation was conducted this date in addition to the monitoring visit done at the facility. The incident investigation remains open, pending further investigative information needing to be obtained.

O.C.G.A. Section 42.1.12(1)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered 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.

Plan of Improvement: To Be Submitted 08/23/2013

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Glenda Marcus 8/9/13  
 Glenda Marcus, Program Official Date

Jennifer Bridgeman 8/9/13  
 Jennifer Bridgeman, Consultant Date

Rachel Fowler 8-9-13  
 Rachel Fowler, Consultant Date



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www.dec.state.ga.gov

**Date:** 8/9/2013    **Purpose:** Incident Investigation/Monitoring Visit    **Arrival:** 12:30 PM    **Departure:** 2:45 PM

**CCLC-35162**  
**Glenwood Pre School Academy, LLC**  
1180 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net

**Mailing Address**  
1130 Rocky Creek Road  
Macon, GA 31206

**Consultant**  
Rachel Fowler  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (478) 314-9707  
Fax: (478) 599-9153  
rachel.fowler@dec.state.ga.gov  
Joint with: Jennifer Bridgeman

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

591-1-1-.03 Activities Met

Correction Deadline: 6/25/2013 Prior Visits: 06/26/2013

Corrected on 8/8/2013  
Correction observed this date.

591-1-1-.45 Safe Sleeping and Resting Requirements (CR) Met

Correction Deadline: 7/16/2013 Prior Visits: 05/14/2013

Corrected on 8/8/2013  
Tight fitting crib sheets were observed this date.

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

**Comment**  
Swimming Provided off Site

**Facility**

591-1-1-.25 Physical Plant - Safe Environment (CR) Not Met

Correction Deadline: 5/14/2013 Prior Visits: 02/01/2013

Corrected on 8/9/2013  
Correction of previous citation observed. Discussed to ensure that hazards are kept inaccessible.  
Discussed to ensure the hanging cords from computers and CD players are secured.

**Finding**  
591-1-1-.25(3) requires that the center and surrounding premises be clean, free of debris and in good repair.  
The following areas/items were found to be noncompliant: The kitchen was observed to have had clean up and repair done, however, some live and dead roaches were observed in the kitchen during the visit this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

Correction Deadline: 8/9/2013

Prior Visits: 06/17/2013

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

Met

**Comment**

Observation-Clean/Good Repair

**Food Service**

591-1-1-.15 Food Service & Nutrition

Met

Correction Deadline: 6/26/2013

Prior Visits: 06/26/2013

Corrected on 8/8/2013

Correction of citation observed this date.

**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**

Please ensure that potty chairs are emptied and cleaned immediately after use.

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

Met

**Comment**

No medication administered by facility since last visit.

**Safety**

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

Met

**Comment**

Please be mindful of voice tone in conversation and redirection with staff.

591-1-1-.13 Field Trips (CR)

Met

**Comment**

Observed-Complete Documentation

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

Not Met

**Finding**

591-1-1-.36(6)(c)3.a.i-iii. requires that the driver or other designated person document in writing the written time of arrival and departure i. each time the vehicle departs from the center, arrives at each school, and when the vehicle returns to the center; ii. each time the vehicle departs from the center, arrives at the location where a child or children are dropped off and when the vehicle returns to the center; iii. each time the vehicle leaves the center, arrives at the field trip destination, leaves the field trip destination, and when the vehicle returns to the center. It was determined that times of arrival and departure were not documented for the morning route to Tender Years on August 9, 2013, the morning routes to Hartley on August 7-9, 2013, the afternoon route from Morgan on August 8, 2013 and the morning route to Morgan on August 9, 2013.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

Correction Deadline: 8/9/2013

**Finding**

591-1-1-.36(6)(c)3.b. requires that the checklist include the initials of the driver or other designated person to verify the arrival and departure times at each location. The checklist did not include initials to verify arrival and departure times. It was determined that initials to verify times of arrival and departure were not documented for the morning route to Tender Years on August 9, 2013, the morning routes to Hartley on August 7-9, 2013, and the morning route to Morgan on August 9, 2013.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

**Correction Deadline: 8/9/2013**

**Prior Visits: 06/17/2013**

**Correction Deadline: 6/17/2013**

**Prior Visits: 02/01/2013**

**Corrected on 8/9/2013**

**See additional transportation citations listed.**

**Finding**

591-1-1-.36(6)(d)1. requires that following transportation, for vehicles without child safety alarm devices, a staff person who was present on the vehicle during the trip physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle's interior. The staff person must then sign the passenger checklist with his/her full name, indicating that all of the children have exited the vehicle, and give the checklist to the director or designated staff person at the center (that was not on the trip) who will also check the vehicle as stated above and sign the checklist with his/her full name. It was determined that a second check of the vehicle was not documented as having been conducted on the afternoon route to Tender Years on August 8, 2013. It was also observed that there was no first or second check of the vehicle after the transportation of one child on the route to Hartley on the mornings of August 7, 2013, August 8, 2013, and August 9, 2013. In addition, it was also determined that there was no first or second check of the vehicle documented as having been conducted after the morning route to Morgan on August 9, 2013.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

**Correction Deadline: 8/9/2013**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Pleasant naptime environment observed. Observed correct infant sleep safety requirements this ate.

**Staffing and Supervision**

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

**Met**

**Correction Deadline: 7/16/2013**

**Prior Visits: 07/16/2013**

**Corrected on 8/8/2013**

**Adequate staff: child ratios observed this date.**

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

**Met**

**Comment**

Adequate supervision observed on this date.

**The following information is associated with a Incident Investigation Visit:**

**Health and Hygiene**

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

**Met**

**Correction Deadline: 6/26/2013**

**Prior Visits: 06/26/2013**

Corrected on 8/8/2013

Correction of previous citation observed. Adequate handwashing observed.

**Safety**

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

Not Met

Correction Deadline: 5/14/2013

Prior Visits: 02/01/2013

Corrected on 8/9/2013

Transportation in the gray van is limited to 8 children, due to the number of working seat belts.

**Finding Associated with Complaint**

591-1-1-.36(5) requires parental authorization for routine transportation to or from school, home or center to specify routine pickup location, pickup time. It was determined that a 5 year old child was transported by the facility from Morgan Elementary School on August 7, 2013 without parental permission because the child is not enrolled in this facility. The child was picked up in error under the assumption of being another child.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

Correction Deadline: 8/9/2013

**Finding Associated with Complaint**

591-1-1-.36(6)(b) requires that an emergency medical information record containing a listing of the child's allergies, special medical needs and conditions, current prescribed medications, doctor's name and phone number, medical facility the center uses and parents telephone numbers are maintained in the vehicle for each child being transported. It was determined that emergency medical information was missing for one 5 year old child being transported by the facility on August 7, 2013, when the child was picked up and transported by the facility in error, without being enrolled in the center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

Correction Deadline: 8/9/2013

**Finding Associated with Complaint**

591-1-1-.36(6)(c)1. requires that each child be listed individually on the checklist using the first and last name of each child. It was determined that a 5 year old child was transported by the facility on August 7, 2013 and was not listed on the transportation checklist because she was not enrolled in the facility.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.

Correction Deadline: 8/9/2013

**Finding Associated with Complaint**

591-1-1-.36(6)(c)3. requires that the driver or other designated person immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle. It was determined that one of three children was not accounted for as loading or unloading the vehicle on the afternoon route to Tender Years on August 8, 2013 and three of three children were not accounted for as loading or unloading on the morning route to Tender Years on August 9, 2013. It was also observed that one child was not accounted for as loading or unloading the vehicle on the morning route to Hartley on August 8, 2013 and August 9, 2013. It was observed that on the afternoon route to Morgan Elementary on August 8, 2013, there were two transportation forms completed by two different vehicles. One form was observed to be missing documentation for one child and the other two children were marked as absent, on the other the child that was missing documentation and one of the children that was marked absent were marked present. One driver stated that she did not provide the transportation to this school and the paperwork was filled out in error. In addition, there was no documentation to account for the loading and unloading of three of three children on the morning route on August 9, 2013 to Morgan. It was also determined that a 5 year old child was accounted for as loading and unloading the center vehicle on August 7, 2013 and the child was not enrolled in the facility.

**POI (Plan of Improvement)**

**IMMEDIATE CORRECTION OF ALL VIOLATIONS IS EXPECTED IMMEDIATELY.**

**Correction Deadline: 8/9/2013**

**Prior Visits: 02/01/2013**

**Recited on 8/9/2013**



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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.dec.state.ga.gov**

**Date:** 6/17/2013    **Purpose:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 2:15 PM

**CCLC-35162**  
**Glenwood Pre School Academy, LLC**  
1180 Rocky Creek Road  
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rachel.fowler@dec.state.ga.gov  
Joint with: Jennifer Bridgeman

**Mailing Address**  
Same

**Compliance**  
Projected FY 2013 Compliance: Not Compliant

<b>Legend</b> FY 2013 - July 1st, 2012 - June 30th, 2013
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**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 36 SF.	36 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A	Infants	2	9	C	18	C	NA	NA	Sleeping, Feeding, Homework, Floor Play, Feeding, Floor Play, Nap, Feeding
Main	C	Five Year Olds and Six Year Olds and Over	2	15	C	16	C	NA	NA	Free Play, Not In Use, Outside
Main	D	Three Year Olds	1	7	C	16	C	NA	NA	Lunch, Feeding, Free Play, Outside, Outside

**EXHIBIT "C"**





**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.dec.state.ga.us

**Date:** 6/17/2013    **Purpose:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 2:15 PM

**CCLC-35162**

**Glenwood Pre School Academy, LLC**

1180 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
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**Mailing Address**  
1130 Rocky Creek Road  
Macon, GA 31206

**Consultant**

Rachel Fowler  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (478) 314-9707  
Fax: (478) 599-9153  
rachel.fowler@dec.state.ga.us  
Joint with: Jennifer Bridgeman

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

591-1-1-.45 Safe Sleeping and Resting Requirements (CR) Met

Correction Deadline: 5/14/2013 Prior Visits: 05/14/2013

Corrected on 6/17/2013  
Correction of previous citations observed.

591-1-1-.35 Swimming Pools & Water-related Activities (CR) Not Evaluated

**Comment**  
Core rule not evaluated this date.

**Children's Records**

591-1-1-.08 Children's Records Met

Correction Deadline: 5/14/2013 Prior Visits: 05/14/2013

Corrected on 6/17/2013  
Adequate supervision observed this date.

**Evening Care**

591-1-1-.32 Staffing/Supervision (CR) Not Evaluated

**Comment**  
Not evaluated due to the time of visit.

**Facility**



**591-1-1-.13 Field Trips (CR)**

**Met**

**Comment**

Discussed field trip documentation with Director this date.

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

**Not Met**

**Technical Assistance**

591-1-1-.36 - Discussed field trip documentation and transportation documentation this date with Director. Discussed to ensure that staff are in the practice of routinely completing the transportation forms in their entirety. Discussed to ensure that each child has their own emergency medical and transportation agreement completed. Siblings should be done on individual forms and not the same one. It was also discussed to continue to monitor the seating upholstery in the van for tears and to monitor transportation route times to ensure that they do not exceed more than 45 minutes.

**Finding**

591-1-1-.36(2)(f)2. requires that no vehicle shall exceed the manufacturer's rated seating capacity and that proof of the seating capacity is maintained on file. This requirement was not met as evidenced by documentation from a field trip that occurred on 6/12/13 indicated that 13 children and 2 adults were transported on the grey van to the movie theater. The seating capacity for this vehicle, based on the number of seat belts observed is 12. This vehicle would have had 3 more children that seat belts available during this trip.

**Correction Deadline: 6/17/2013**

**Prior Visits: 05/14/2013**

**Finding**

591-1-1-.36(6)(c)3.b. requires that the checklist include the initials of the driver or other designated person to verify the arrival and departure times at each location.

The checklist did not include initials to verify arrival and departure times for a field trip taken on June 12, 2013 to Amstar Theater.

**Correction Deadline: 6/17/2013**

**Finding**

591-1-1-.36(6)(d) requires that the vehicle be thoroughly checked by a staff person who was present on the vehicle during the trip and then a second check be conducted by the director or the director's designated staff person who was not on the trip.

Requirements were not met when there was a signature showing that the second check had been completed for the afternoon route on this date and the afternoon route had not yet been run.

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**Correction Deadline: 6/17/2013**

**Prior Visits: 02/01/2013**

**Recited on 6/17/2013**

**Finding**

591-1-1-.36(6)(d)1.a.-d. requires that the responsible person on the vehicle shall, immediately upon unloading the last child at any location, a) physically walk through the vehicle; b) visually inspect all seat surfaces, under all seats and in all compartments or recesses; c) sign the passenger checklist with their full name indicating all children have exited the vehicle; and d) give the checklist to the director or designated staff person at the center

The person responsible for conducting the second check of the vehicle signed the passenger checklist for the afternoon route on this date when the afternoon route had not been completed.

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**Correction Deadline: 6/17/2013**

**Prior Visits: 05/14/2013**

**Staffing and Supervision**

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

**Correction Deadline: 5/14/2013**

**Prior Visits: 05/14/2013**

**Corrected on 6/17/2013**

**Adequate staff: child ratios observed this date.**

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

**Correction Deadline: 5/14/2013**

**Prior Visits: 05/14/2013**

**Corrected on 6/17/2013**

**Adequate supervision observed this date.**

The following information is associated with a Complaint Investigation Visit:

	<b>Facility</b>
591-1-1-.25 Physical Plant - Safe Environment (CR)	Not Met

**Finding Associated with Complaint**

591-1-1-.25(3) requires that the center and surrounding premises be clean, free of debris and in good repair. The following areas/items were found to be noncompliant: live and dead roaches were observed in the kitchen this date.

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Correction Deadline: 6/17/2013

	<b>Safety</b>
591-1-1-.11 Discipline (CR)	Met

Correction Deadline: 5/14/2013

Prior Visits: 05/14/2013

Corrected on 6/17/2013  
Appropriate discipline observed this date.

591-1-1-.36 Transportation (CR)	Not Met
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Correction Deadline: 6/17/2013

Prior Visits: 02/01/2013

Corrected on 6/17/2013  
Observed corrected this date.

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Correction Deadline: 6/17/2013

Prior Visits: 02/01/2013

Corrected on 6/17/2013  
Transportation checklist were observed to be used this date.





**BRIGHT FROM THE START**  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby D. Cagle, MSW**  
COMMISSIONER

June 5, 2013

**CERTIFIED MAIL #7012 3050 0002 2865 5259 AND REGULAR MAIL**

Ms. Glenda Marcus  
Registered Agent  
Director  
Glenwood Pre School Academy, LLC  
1130 Rocky Creek Road  
Macon, Georgia 31206

**RE: Notice of Intent to Impose Enforcement Fine**

Dear Ms. Marcus:

On June 29, 2012, Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) informed the licensee by e-mail that Bright from the Start would use its enforcement authority and responsibility to take action when child care programs fail to comply with rules governing transportation. The e-mailed letter also informed you that licensing staff would closely monitor compliance with transportation rules and directed you to important resources that included an overview of transportation rules.

On February 1, 2013, a complaint investigation and monitoring visit were conducted at Glenwood Pre School Academy, LLC located at 1180 Rocky Creek Road, Macon, Georgia 31206. Bright from the Start determined that the center was out of compliance with transportation rules that had the potential to seriously affect the health and safety of children who were transported. Specifically, center staff did not check children on and off the vehicle with a check or other mark and did not physically check the interior of the center vehicle after transporting children. The rule violations for which Bright from the Start is imposing an enforcement fine are attached as Exhibit "A", the February 1, 2013 visit is attached as Exhibit "B" and both are incorporated in this Notice by reference.

Based on the facility's noncompliance with the Bright from the Start Rules for Child Care Learning Centers, the licensee is hereby notified of Bright from the Start's intent to impose an enforcement fine in the amount of \$299. Bright from the Start's legal authority for imposition of an enforcement fine is found in O.C.G.A. Sections 20-1A-4(2) and (5) and 20-1A-11(b)(1)(A), and the Bright from the Start Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of the Rules and Regulations of the State of Georgia.

The licensee is also advised that the failure to correct and maintain compliance with this and other transportation rules will result in further adverse action which could include the revocation of the license to operate Glenwood Pre School Academy, LLC, the imposition of daily fines for each day the violations continue, the imposition of enforcement fines for each transportation rule violation, the placement of emergency monitors, the restriction of transportation services, and the order of emergency closure. Licensure staff will conduct a follow-up visit to determine compliance with the rules.

The licensee has the right to appeal the decision to impose the enforcement fine by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. You also have the opportunity to show in writing why this enforcement fine should not be imposed. The request for a hearing and/or statement as to why the enforcement fine should not be imposed must be made in writing within ten (10) days of receipt of this Notice and addressed to:

**EXHIBIT "D"**

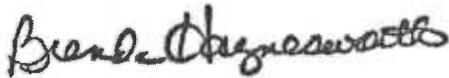
June 5, 2013  
Ms. Marcus  
Page 2

**Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower  
Atlanta, Georgia 30334**

A hearing request stays or suspends the imposition of the enforcement fine.

If the licensee does not appeal this action within ten (10) days of receipt of this Notice, the decision to impose an enforcement fine will be final. Payment of the enforcement fine, by certified check or money order, would then be expected within thirty (30) days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification and return the form with your certified check or money order. If you do not pay the fine as finally determined by Bright from the Start, the license to operate the facility will be revoked.

Sincerely,



Brenda Haynesworth  
Child Care Services Director of Program Operations

Attachments

cc: Kristie Lewis  
Ira Sudman  
Elisabetta Kasfir  
Candy Prince  
Meggan Hemans-Reese  
Janine Joseph  
Monica Warren  
Jackie Shivers  
Majorie Almand  
Jennifer Bridgeman  
Sherry Smith  
Lacey Lewis  
Rachel Fowler  
State File

List of Rule Violations for:

Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

1. **Rule 591-1-1-.36(6)(c)3. requires the driver or other designated person to immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded.**

During a complaint investigation and monitoring visit conducted on February 1, 2013, transportation records were reviewed. It was determined that staff did not document with a check or other mark on the passenger checklist each time children got on and off the vehicle after transporting children from Bruce Elementary School on January 31, 2013.

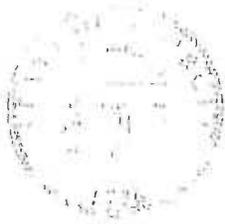
This failure of the center staff to document loading and unloading of children from the vehicle could possibly place children at risk of harm.

2. **Rule 591-1-1-.36(6)(d)1. requires that following transportation, for vehicles without child safety alarm devices, a staff person who was present on the vehicle during the trip physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle's interior. The staff person must then sign the passenger checklist with his/her full name, indicating that all of the children have exited the vehicle, and give the checklist to the director or designated staff person at the center who will also check the vehicle as stated above and sign the checklist with his/her full name.**

During a complaint investigation and monitoring visit conducted on February 1, 2013, transportation records were reviewed. It was determined that the staff person who was present on the vehicle did not conduct a first check of the vehicle after transporting children from their home to the center on February 1, 2013. The director or a designated staff person who was not on the vehicle did not complete a second check of the vehicle after children were transported both from their homes to the center and from the center to their homes on January 30, 2013, and January 31, 2012. A second check was not completed after home transportation the morning of February 1, 2013. The director or designated staff person did not complete a second check of the vehicle after children were transported from Brookdale Elementary School on January 17, 2013, and Pendleton Homes Elementary School on January 31, 2012.

It was determined that the staff person who was on the vehicle did not sign the passenger checklist verifying that a first check of the vehicle was completed after transporting children from home to the center on February 1, 2013. The director or a designated staff person who was not on the vehicle did not sign the passenger checklist verifying that a second check of the vehicle was completed after children were transported both from their homes to the center and from the center to their homes on January 30, 2013, and January 31, 2012. The director or designated staff person did not sign the passenger checklist verifying that a second check of the vehicle was completed after home transportation the morning of February 1, 2013. The director or designated staff person did not sign the passenger checklist verifying that a second check of the vehicle was completed after children were transported from Brookdale Elementary School on January 17, 2013, and Pendleton Homes Elementary School on January 31, 2012.

This failure of the center staff to physically check the interior of the vehicle and sign the passenger checklist could possibly place children at risk of harm.



**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)657-5582  
www.decal.ga.gov

**Date:** 2/1/2013    **Purpose:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:35 AM    **Departure:** 3:15 PM

**CCLC-35162**

**Glenwood Pre School Academy, LLC**

1180 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net

**Mailing Address**  
Same

**Compliance**  
Projected FY 2013 Compliance: Not Compliant

**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	Infants and One Year Olds	2	10	C	0	NC	NA	NA	Feeding, Nap	
Main	D	Three Year Olds and Four Year Olds	1	11	C	0	NC	NA	NA	Lunch, Outside	
Main	E	Two Year Olds	1	9	C	0	NC	NA	NA	Lunch, Outside	
Total Capacity @35 sq. ft.:			0								

Total # Children this Date: 30    Total Capacity @35 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance

**Consultant**

Lacey Lewis  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 371-7714  
Fax: (866) 372-2250  
lacey.lewis@decal.ga.gov  
Joint w/lt: Cynthia Caver

<b>Legend</b> FY 2013 - July 1st, 2012 - June 30th, 2013
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**EXHIBIT "B"**

Comments

The investigation remains open on this date, pending additional information. Upon completion the finding will be reviewed with the provider and a final copy of the report will be sent.

A Plan of Improvement (POI) was left at the facility this date. Please fax or mail the completed POI to consultant by February 15, 2013.

O.C.G.A. Section 42.1.12(f)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered 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.

Plan of Improvement: To Be Submitted 02/15/2013

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Glenda Marcus, Program Official

Date

Cynthia Caves, Consultant

Date

Lacey Lewis, Consultant

Date



**BRIGHT FROM THE START**  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

May 28, 2013

Glenda Marcus, Owner  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

Dear Ms. Marcus:

I have enclosed a revised copy of the monitoring and complaint investigation report dated February 1, 2013.

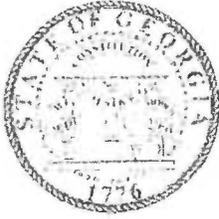
If you have any questions regarding this report, please don't hesitate to contact me at 866-371-7714.

Sincerely,

Lacey Lewis  
Child Care Consultant

Enclosure

cc: State File



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.dec.state.ga.us

Date: 2/1/2013 Purpose: Complaint Investigation & Monitoring Visit Arrival: 10:35 AM Departure: 3:15 PM

CCLC-35162  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net

Mailing Address  
Same

Consultant  
Lacey Lewis  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 371-7714  
Fax: (866) 372-2250  
lacey.lewis@dec.state.ga.us  
Joint with: Cynthia Caver

The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(3)(b) prohibits the use of confining equipment such as swings, highchairs, jumpseats, carriers or walkers for more than one-half hour for children younger than three years old.

A child was observed in table with bucket seats for approximately 40 minutes.

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Correction Deadline: 2/1/2013

591-1-1-.45 Sleeping & Resting Equipment (CR)

Met

Comment

Discussed-SIDS/Infant Sleeping Position

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

Met

Comment

No Swimming Activities Provided

Facility



**Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards.

The following was observed in the outdoor play area:

- two active ant beds were observed
- the black tarp located by the steps was exposed causing a possible tripping hazard
- a piece of roofing tin was observed on the ground in the play area

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Correction Deadline: 2/1/2013

	<b>Food Service</b>
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591-1-1-.15 Food Service & Nutrition	Met
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**Comment**  
Menu Meets USDA Guidelines

	<b>Health and Hygiene</b>
--	---------------------------

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

591-1-1-.17 Hygiene (CR)	Met
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**Comment**  
Discussed with the director this date that staff should use liquid soap to wash hands with instead of hand sanitizer.

591-1-1-.20 Medications (CR)	Not Met
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**Comment**  
Staff stated that no medications have been given since the last inspection.

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**Finding**

591-1-1-.20(4) requires the storage of medication in a locked cabinet or container that is not accessible to children.

Medication was within the reach of children in the two year old room when a container of Triamcinolone Acetonide cream was observed in a child's bag.

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**Correction Deadline: 2/1/2013**

**Finding**

591-1-1-.36(6)(d) requires that the vehicle be thoroughly checked by a staff person who was present on the vehicle during the trip and then a second check be conducted by the director or the director's designated staff person who was not on the trip.

Requirements were not met when there was no signature present to document a first check of the vehicle on February 1, 2013.

Requirements were not met when there was no signature present to document a second check of the vehicle on January 17, 2013, January 30, 2013, January 31, 2013, and February 1, 2013.

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**Correction Deadline: 2/1/2013**

	<b>Staff Records</b>
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591-1-1-.09 Criminal Records Check Met

**Comment**  
Observed-Documentation of Checks

	<b>Staffing and Supervision</b>
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591-1-1-.32 Staff:Child Ratios and Group Size (CR) Met

**Comment**  
Observed-Appropriate Staff:Child Ratios

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

**Comment**  
Observed-Adequate Supervision

The following information is associated with a Complaint Investigation Visit:

	<b>Food Service</b>
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**591-1-1-.18 Kitchen Operations**

**Not Met**

**Finding Associated with Complaint**

591-1-1-.18(4) makes the following dishwashing requirements for non-disposable dishes, glasses and silverware: 1) cleaned by pre-rinsing, or scraping, 2) washed, 3) sanitized and 4) air-dried. Center must either have a three compartment sink, or a dishwasher and a two-compartment sink. Dishes are to be sanitized by maintaining a temperature of 150 degrees in the rinse water or a sanitizing chemical must be used.

Disposable utensils were observed to be drying in a dish dryer located beside the sink in the kitchen for reuse.

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**Correction Deadline: 2/1/2013**

	<b>Safety</b>
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**591-1-1-.36 Transportation (CR)**

**Not Met**

**Finding Associated with Complaint**

591-1-1-.36(2)(f)1. requires that all children are secured in a child passenger restraining system or seat safety belt that is installed and used in accordance with manufacturer's directions and state and federal laws and regulations.

This requirement was not met as evidenced when a car seat was observed to be missing its harness straps. A cloth bouncer seat cover with safety straps had been attached over the car seat to be used as a restraint system. This does not comply with the manufacturers specifications.

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**Correction Deadline: 2/2/2013**

# Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person

Date

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

August 22, 2013  
Ms. Marcus  
Page 2

You have the right to submit a written statement detailing why Bright from the Start should not take this adverse action. If you submit a written statement, the statement will be placed in your state file. You also have the right to request a hearing before an Administrative Law Judge at the Office of State Administrative Hearings to appeal this adverse action. If the licensee is incorporated, Georgia law requires that the licensee be represented by an attorney at the Office of State Administrative Hearings. Your statement and/or request for hearing must be made in writing and sent to:

**Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower  
Atlanta, Georgia 30334**

Your statement and/or request for hearing must be postmarked within in 10 days of your receipt of this Notice. A hearing request stays or suspends the imposition of the adverse action.

If the licensee does not appeal this action within 10 days of receipt of this Notice, the decision to impose an enforcement fine and transportation restriction will be final. Payment of the enforcement fine, by certified check or money order, would then be expected within 30 days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification and return the form with your certified check or money order. If you do not pay the fine as finally determined by Bright from the Start, the license to operate the facility will be revoked.

Sincerely,



Brenda Haynesworth  
Child Care Services Director for Program Operations

Attachments

cc: Kristie Lewis  
Ira Sudman  
Elisabetta Kasfir  
Candy Prince  
Meggan Hemans-Reese  
Mireille Emanuels  
Jackie Shivers  
Pam Bojo  
Majorie Almand  
Jennifer Bridgeman  
Sherry Smith  
Rachel Fowler  
State File



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby D. Cagle, MSW**  
COMMISSIONER

August 22, 2012

**CERTIFIED MAIL #7012 1010 0000 9736 9675 AND REGULAR MAIL**

Ms. Glenda Marcus  
Registered Agent  
Director  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

**RE: Notice of Intent to Impose Enforcement and Fine Transportation Restriction**

Dear Ms. Marcus:

On June 29, 2012, Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) informed the licensee by e-mail that Bright from the Start would use its enforcement authority and responsibility to take action when child care programs fail to comply with rules governing transportation. The e-mailed letter also informed you that licensing staff would closely monitor compliance with transportation rules and directed you to important resources that included an overview of transportation rules.

On May 14, 2013, a complaint investigation and monitoring visit were conducted at Glenwood Pre School Academy, LLC located at 1180 Rocky Creek Road, Macon, Georgia 31206. Bright from the Start determined that transportation rule violations previously cited continued to exist and the center had not taken adequate measures to correct and maintain compliance with transportation rules. These rule violations cited on May 14, 2013, and previously cited on February 1, 2013, had the potential to seriously affect the health and safety of children who were transported. Specifically, center staff did not account for the loading and unloading of children and staff did not physically check the interior of the vehicle after transporting children from school. Bright from the Start issued an enforcement fine for previous violations of these rules on June 5, 2013. The rule violations for which Bright from the Start is imposing an enforcement fine are attached as Exhibit "A", the May 14, 2013 visit is attached as Exhibit "B", the June 5, 2013 enforcement fine letter is attached as Exhibit "C" and all are incorporated in this Notice by reference.

Based on the facility's noncompliance with the Bright from the Start Rules for Child Care Learning Centers, the licensee is hereby notified of Bright from the Start's intent to impose an enforcement fine in the amount of \$299.00 per rule violation for a total of \$897.00. Furthermore, Bright from the Start intends to restrict the center's right to transport children for a period of six months from the receipt of this notice. Bright from the Start's legal authority for imposition of an enforcement fine and transportation restriction is found in O.C.G.A. Sections 20-1A-4(2) and (5) and 20-1A-11(b)(1)(A), and the Bright from the Start Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of the Rules and Regulations of the State of Georgia.

The licensee is also advised that the failure to correct and maintain compliance with this and other transportation rules will result in further adverse action which could include the revocation of the license to operate Glenwood Preschool Academy, LLC, the imposition of daily fines for each day the violations continue, the imposition of enforcement fines for each transportation rule violation, the placement of emergency monitors, the restriction of transportation services and the order of emergency closure. Licensure staff will conduct a follow-up visit to determine compliance with the rules.

**EXHIBIT "E"**

August 22, 2013  
Ms. Marcus

Page 3

List of Rule Violations for:  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

1. **Rule 591-1-1-.36(6)(c) requires the center to use passenger transportation checklists, in a format approved by the Department.**

During a complaint investigation and monitoring visit conducted on May 14, 2013, licensing consultants observed transportation procedures. It was determined that the staff person responsible for school transportation did not use a transportation checklist when transporting children from school to the center on May 14, 2013. Additionally, when the consultants asked to review past transportation checklists they were told by the driver that he did not use passenger checklists when transporting children.

The failure of the center staff to use a transportation checklist in a format approved by the Department could possibly place children at risk of harm.

2. **Rule 591-1-1-.36(6)(c)3. requires the driver or other designated person to immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded.**

During a complaint investigation and monitoring visit conducted on May 14, 2013, licensing consultants observed transportation procedures. It was determined that the driver did not document with a check or other mark on the passenger checklist each time children got on and off the vehicle during school transportation on May 14, 2013.

This rule violation was previously cited on February 1, 2013 and an enforcement fine was issued on June 5, 2013.

The failure of the center staff to document with a check or other mark when children get on and off the vehicle could possibly place children at risk of harm.

3. **Rule 591-1-1-.36(6)(d)1. requires that following transportation, for vehicles without child safety alarm devices, a staff person who was present on the vehicle during the trip physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle's interior. The staff person must then sign the passenger checklist with his/her full name, indicating that all of the children have exited the vehicle, and give the checklist to the director or designated staff person at the center that was not on the trip who will also check the vehicle as stated above and sign the checklist with his/her full name.**

During a complaint investigation and monitoring visit conducted on May 14, 2013, licensing consultants observed the center's transportation procedures. It was determined that staff persons present on the vehicle did not conduct a first check of the vehicle after transporting children from two locations on May 14, 2013. In addition, the director or a designated staff person did not conduct a second check of the vehicle after children were transported from school on May 14, 2013.

Furthermore, it was determined that the drivers did not immediately sign the passenger checklist indicating that a first check of the vehicle was conducted after transporting children from school on May 14, 2013. One driver did not carry or use a passenger checklist during transportation. Another driver was observed to complete the transportation paperwork and sign the passenger checklist after children were transported while working in the infant room. In addition, the director or a designated staff person did not sign the passenger checklists verifying that a second check of the vehicle was completed.

This rule violation was previously cited on February 1, 2013 and an enforcement fine was issued on June 5, 2013.

The failure of the center staff to physically check the interior of the vehicle placed children at risk of harm.



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)657-5582  
www.dec.state.ga.us

Date: 5/14/2013 Purpose: Complaint Investigation & Monitoring Visit Arrival: 3:15 PM Departure: 6:45 PM

CCLC-35162  
Glenwood Pre School Academy, LLC  
1130 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net

Consultant  
Rachel Fowler  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (478) 314-9707  
Fax: (478) 599-9153  
rachel.fowler@dec.state.ga.us  
Joint with: Lacey Lewis

Mailing Address .  
Same

The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities Met  
Correction Deadline: 2/1/2013 Prior Visits: 02/01/2013

Corrected on 5/14/2013  
Children were observed to be seated in bucket seats for less than thirty minutes.  
591-1-1-.45 Sleeping & Resting Equipment (CR) Not Met

Finding  
591-1-1-.45 requires staff to put an infant to sleep on the infant's back unless another sleep position has been authorized in writing by the child's physician.

A five-month-old was observed to be sleeping in an infant rocking chair for 50 minutes.

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Correction Deadline: 5/14/2013  
591-1-1-.35 Swimming Pools & Water-related Activities (CR) N/A

Comment  
No Swimming Activities Provided

Children's Records

EXHIBIT "B"

**591-1-1-.08 Children's Records**

**Not Met**

**Finding**

591-1-1-.08(l) requires the center to have on record parental or guardian acknowledgement that their child may not enter or leave the center without an escort.

Five children transported from school to the center were observed to enter the facility with no escort.

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**Correction Deadline: 5/14/2013**

	<b>Facility</b>
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**Not Met**

**591-1-1-.19 License Capacity**

**Finding**

591-1-1-.19(1) requires the center to provide 35 square feet of usable space per child.

The center cared for 20 children in a space that was licensed for 16 children.

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**Correction Deadline: 5/14/2013**

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that hazardous equipment, materials and supplies be inaccessible to children.

Unsafe storage of materials dangerous to children was observed as follows:

- in the infant room, unlocked cabinets were observed to house a bottle of lotion, an aerosol can of air freshener, a spray bottle of air freshener, a bottle of hand sanitizer, and a bottle of laundry detergent
- in room D, a bottle of lotion was observed in an unlocked plastic drawer

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**Correction Deadline: 5/14/2013**

**Prior Visits: 02/01/2013**

**Recited on 5/14/2013**

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

**Not Met**

**Finding**

591-1-1-.26(6) requires that outdoor equipment be free of hazards such as lead-based paint, sharp corners, rust and splinters.

A potential hazard existed in that:

- a space measuring 7.5 inches was observed in the large wooden climber where a wooden board was missing which causes a possible entrapment hazard
- a three inch hole with sharp plastic edges was observed in the red ladder of the Step 2 climber with slide

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**Correction Deadline: 5/14/2013**

**Prior Visits: 02/01/2013**

**Recited on 5/14/2013**

**Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards.

The following was observed in the outdoor play area:

- an exposed nail measuring 1.5 inches was observed protruding from the brick wall outside of Room D

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**Correction Deadline: 5/14/2013**

**Prior Visits: 02/01/2013**

**Recited on 5/14/2013**

	<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices (CR)**

**Not Evaluated**

**Comment**

Diapering was not evaluated this date.

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

**Not Met**

**Finding**

591-1-1-17(7)(a-d) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids; after contamination by any other means.

Nine children were observed to not wash their hands as required when reentering the building from the playground.

One child was observed to not wash her hands after wiping her nose.

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**Correction Deadline: 5/14/2013**

**Finding**

591-1-1-.17(8)(a-d) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means.

A staff member was observed to not wash their hands after wiping two children's noses.

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**Correction Deadline: 5/14/2013**

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

Met

Correction Deadline: 2/1/2013

Prior Visits: 02/01/2013

Corrected on 5/14/2013

No medications were observed accessible to children this date.

**Safety**

591-1-1-.13 Field Trips (CR)

Met

**Comment**

No Field Trips at This Time

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

Not Met

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**Correction Deadline: 2/1/2013**

Prior Visits: 02/01/2013

Corrected on 5/14/2013

Interior of the center van was observed to be in good repair.

**Staffing and Supervision**

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

**Not Met**

**Finding**

591-1-1-.32(1) requires the center to maintain staff:child ratios as follows: under 1 year = 1:6, under 18 months/not walking = 1:6, 1 year/walking = 1:8, 2 years = 1:10, 3 years = 1:15, 4 years = 1:18, 5 years = 1:20, 6 years and older = 1:25.

A ratio of 0:1 in the three-year-old age group was observed when a child was inside Room E and the teacher and other children were outside on the playground. The door to the playground was propped open.

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**Correction Deadline: 5/14/2013**

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

**Not Met**

**Finding**

591-1-1-.32(6) requires that children be supervised at all times.

Children were not supervised in that a three-year-old child was observed to be in Room E for approximately two minutes when the teacher and other children were outside on the playground.

The staff person in Room C was observed to be in the hallway for approximately 30 seconds when the children were in the room.

In addition, a child was observed to leave Room E alone and walk to Room C with no adult present.

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**Correction Deadline: 5/14/2013**

**The following information is associated with a Complaint Investigation Visit:**

**Food Service**

**591-1-1-.18 Kitchen Operations**

**Met**

**Correction Deadline: 2/1/2013**

**Prior Visits: 02/01/2013**

**Corrected on 5/14/2013**

**Kitchen was not evaluated due to staff not being able to find the key to unlock the door.**

**Safety**

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

**Not Met**

**Finding Associated with Complaint**

591-1-1-.11(2)(j) prohibits personnel from force-feeding a child or withholding regularly scheduled meals/snacks.

Three children ages 4-5 were interviewed this date and stated that snack is withheld for misbehaving and they are made to lay down.

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**Correction Deadline: 5/14/2013**

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

**Not Met**

**Finding Associated with Complaint**

591-1-1-.36(2)(f)1. requires that all children are secured in a child passenger restraining system or seat safety belt that is installed and used in accordance with manufacturer's directions and state and federal laws and regulations.

This requirement was not met when five children ages 4-7 were observed in a vehicle being used for transportation by the center. It was observed that four children exited the back seat of the vehicle, after being transported. Only three seat belts were available for use on the back seat.

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**Correction Deadline: 5/14/2013**

**Prior Visits: 02/01/2013**

**Recited on 5/14/2013**

**Finding Associated with Complaint**

591-1-1-.36(2)(f)2. requires that no vehicle shall exceed the manufacturer's rated seating capacity and that proof of the seating capacity is maintained on file.

This requirement was not met when four children were observed in the back seat of a vehicle that was intended for three persons.

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**Correction Deadline: 5/14/2013**

**Finding Associated with Complaint**

591-1-1-.36(6)(c) requires that the center maintain a passenger transportation checklist in a format approved by the Department. It was determined that no transportation checklist or paperwork was used in the transporting of five children from school to the facility on May 14, 2013, by the driver of the Nissan Altima.

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**Correction Deadline: 5/14/2013**

**Finding Associated with Complaint**

591-1-1-.36(6)(c)3. requires that the driver or other designated person immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle. It was determined that children were not accounted for as loading and unloading the vehicle after being transported from school on May 14, 2013, in a Nissan Altima, when there was no transportation checklist or paperwork used to account for this.

It was also determined that the driver of the van was observed to not document the loading and unloading of children from the vehicle as this was actually occurring, when she was observed to be completing the transportation paperwork and accounting for the loading and unloading of children while in the infant room.

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**Correction Deadline: 5/14/2013**

**Prior Visits: 02/01/2013**

**Recited on 5/14/2013**

**Finding Associated with Complaint**

591-1-1-.36(6)(d) requires that the vehicle be thoroughly checked by a staff person who was present on the vehicle during the trip and then a second check be conducted by the director or the director's designated staff person who was not on the trip.

Requirements were not met when there was no first or second check of the vehicle made when five children were transported from school to the center on May 14, 2013 in a Nissan Altima. The driver of this vehicle also confirmed that no transportation paperwork was used during the course of transporting these children.

It was also observed that the driver of the van was observed to not document the physical checks of the vehicle immediately upon unloading children, when the driver was observed to be completing the transportation paperwork and signing to verify checks while in the infant room.

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**Correction Deadline: 5/14/2013**

**Prior Visits: 02/01/2013**

**Recited on 5/14/2013**

**Finding Associated with Complaint**

591-1-1-.36(6)(d)1.a.-d. requires that the responsible person on the vehicle shall, immediately upon unloading the last child at any location, a) physically walk through the vehicle; b) visually inspect all seat surfaces, under all seats and in all compartments or recesses; c) sign the passenger checklist with their full name indicating all children have exited the vehicle; and d) give the checklist to the director or designated staff person at the center.

The person responsible for checking the vehicle did not conduct a first or second check of the vehicle and did not sign the transportation checklist to indicate the check had been completed for May 14, 2013 when transporting in the Nissan Altima. The driver of this vehicle also confirmed that no transportation paperwork was used in the course of transporting these children.

It was also observed that the driver of the van was observed to not document the physical checks of the vehicle immediately upon unloading children, when the driver was observed to be completing the transportation paperwork and signing to verify checks while in the infant room.

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**Correction Deadline: 5/14/2013**



**BRIGHT FROM THE START**  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby D. Cagle, MSW**  
COMMISSIONER

June 5, 2013

**CERTIFIED MAIL #7012 3050 0002 2865 5259 AND REGULAR MAIL**

Ms. Glenda Marcus  
Registered Agent  
Director  
Glenwood Pre School Academy, LLC  
1130 Rocky Creek Road  
Macon, Georgia 31206

**RE: Notice of Intent to Impose Enforcement Fine**

Dear Ms. Marcus:

On June 29, 2012, Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) informed the licensee by e-mail that Bright from the Start would use its enforcement authority and responsibility to take action when child care programs fail to comply with rules governing transportation. The e-mailed letter also informed you that licensing staff would closely monitor compliance with transportation rules and directed you to important resources that included an overview of transportation rules.

On February 1, 2013, a complaint investigation and monitoring visit were conducted at Glenwood Pre School Academy, LLC located at 1180 Rocky Creek Road, Macon, Georgia 31206. Bright from the Start determined that the center was out of compliance with transportation rules that had the potential to seriously affect the health and safety of children who were transported. Specifically, center staff did not check children on and off the vehicle with a check or other mark and did not physically check the interior of the center vehicle after transporting children. The rule violations for which Bright from the Start is imposing an enforcement fine are attached as Exhibit "A", the February 1, 2013 visit is attached as Exhibit "B" and both are incorporated in this Notice by reference.

Based on the facility's noncompliance with the Bright from the Start Rules for Child Care Learning Centers, the licensee is hereby notified of Bright from the Start's intent to impose an enforcement fine in the amount of \$299. Bright from the Start's legal authority for imposition of an enforcement fine is found in O.C.G.A. Sections 20-1A-4(2) and (5) and 20-1A-11(b)(1)(A), and the Bright from the Start Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of the Rules and Regulations of the State of Georgia.

The licensee is also advised that the failure to correct and maintain compliance with this and other transportation rules will result in further adverse action which could include the revocation of the license to operate Glenwood Pre School Academy, LLC, the imposition of daily fines for each day the violations continue, the imposition of enforcement fines for each transportation rule violation, the placement of emergency monitors, the restriction of transportation services, and the order of emergency closure. Licensure staff will conduct a follow-up visit to determine compliance with the rules.

The licensee has the right to appeal the decision to impose the enforcement fine by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. You also have the opportunity to show in writing why this enforcement fine should not be imposed. The request for a hearing and/or statement as to why the enforcement fine should not be imposed must be made in writing within ten (10) days of receipt of this Notice and addressed to:

**EXHIBIT "C"**

June 5, 2013  
Ms. Marcus  
Page 2

Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower  
Atlanta, Georgia 30334

A hearing request stays or suspends the imposition of the enforcement fine.

If the licensee does not appeal this action within ten (10) days of receipt of this Notice, the decision to impose an enforcement fine will be final. Payment of the enforcement fine, by certified check or money order, would then be expected within thirty (30) days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification and return the form with your certified check or money order. If you do not pay the fine as finally determined by Bright from the Start, the license to operate the facility will be revoked.

Sincerely,



Brenda Haynesworth  
Child Care Services Director of Program Operations

Attachments

cc: Kristie Lewis  
Ira Sudman  
Elisabetta Kasfir  
Candy Prince  
Meggan Hemans-Reese  
Janine Joseph  
Monica Warren  
Jackie Shivers  
Majorie Almand  
Jennifer Bridgeman  
Sherry Smith  
Lacey Lewis  
Rachel Fowler  
State File

List of Rule Violations for:

Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

1. Rule 591-1-1-.36(6)(c)3. requires the driver or other designated person to immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded.

During a complaint investigation and monitoring visit conducted on February 1, 2013, transportation records were reviewed. It was determined that staff did not document with a check or other mark on the passenger checklist each time children got on and off the vehicle after transporting children from Bruce Elementary School on January 31, 2013.

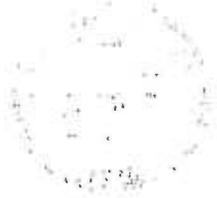
This failure of the center staff to document loading and unloading of children from the vehicle could possibly place children at risk of harm.

2. Rule 591-1-1-.36(6)(d)1. requires that following transportation, for vehicles without child safety alarm devices, a staff person who was present on the vehicle during the trip physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle's interior. The staff person must then sign the passenger checklist with his/her full name, indicating that all of the children have exited the vehicle, and give the checklist to the director or designated staff person at the center who will also check the vehicle as stated above and sign the checklist with his/her full name.

During a complaint investigation and monitoring visit conducted on February 1, 2013, transportation records were reviewed. It was determined that the staff person who was present on the vehicle did not conduct a first check of the vehicle after transporting children from their home to the center on February 1, 2013. The director or a designated staff person who was not on the vehicle did not complete a second check of the vehicle after children were transported both from their homes to the center and from the center to their homes on January 30, 2013, and January 31, 2012. A second check was not completed after home transportation the morning of February 1, 2013. The director or designated staff person did not complete a second check of the vehicle after children were transported from Brookdale Elementary School on January 17, 2013, and Pendleton Homes Elementary School on January 31, 2012.

It was determined that the staff person who was on the vehicle did not sign the passenger checklist verifying that a first check of the vehicle was completed after transporting children from home to the center on February 1, 2013. The director or a designated staff person who was not on the vehicle did not sign the passenger checklist verifying that a second check of the vehicle was completed after children were transported both from their homes to the center and from the center to their homes on January 30, 2013, and January 31, 2012. The director or designated staff person did not sign the passenger checklist verifying that a second check of the vehicle was completed after home transportation the morning of February 1, 2013. The director or designated staff person did not sign the passenger checklist verifying that a second check of the vehicle was completed after children were transported from Brookdale Elementary School on January 17, 2013, and Pendleton Homes Elementary School on January 31, 2012.

This failure of the center staff to physically check the interior of the vehicle and sign the passenger checklist could possibly place children at risk of harm.



**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)857-5582  
www.decal.ga.gov

**Date:** 2/1/2013    **Purpose:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:35 AM    **Departure:** 3:15 PM

**CCLC-35162**  
**Glenwood Pre School Academy, LLC**  
1180 Rocky Creek Road  
Macon, GA 31208  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net

**Consultant**  
Lacey Lewis  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 371-7714  
Fax: (866) 372-2250  
lacey.lewis@decal.ga.gov  
Joint with: Cynthia Caver

**Mailing Address**  
Same

**Compliance**  
Projected FY 2013 Compliance: Not Compliant

<b>Legend</b> FY 2013 - July 1st, 2012 - June 30th, 2013
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**Ratio/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	Infants and One Year Olds	2	10	C	0	NC	NA	NA	Feeding, Nap
Main	D	Three Year Olds and Four Year Olds	1	11	C	0	NC	NA	NA	Lunch, Outside
Main	E	Two Year Olds	1	9	C	0	NC	NA	NA	Lunch, Outside
						Total Capacity @ 35 sq. ft.: 0				
Total # Children this Date: 30			Total Capacity @ 35 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance

**EXHIBIT "B"**

Comments

The investigation remains open on this date, pending additional information. Upon completion the finding will be reviewed with the provider and a final copy of the report will be sent.

*JL*

A Plan of Improvement (POI) was left at the facility this date. Please fax or mail the completed POI to consultant by February 15, 2013.

O.C.G.A. Section 42.1.12(1)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered 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.

Plan of Improvement: To Be Submitted 02/15/2013

I have read and understand the Rules and Regulations for Child Care Learning Centers, 89-1-1. I acknowledge that the items noted in this report have been discussed with me and I have a plan to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, when required, will not necessarily prevent DECCAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or by other means that I choose to contact Child Care Services.

Witnessed by Marcus, Program Director

*Cynthia Carter*

Cynthia Carter, Consultant

Date

Date

Lacey Lewis, Consultant

Date



**BRIGHT FROM THE START**  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

May 28, 2013

Glenda Marcus, Owner  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

Dear Ms. Marcus:

I have enclosed a revised copy of the monitoring and complaint investigation report dated February 1, 2013.

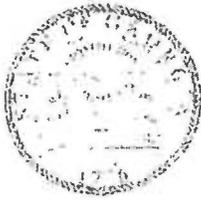
If you have any questions regarding this report, please don't hesitate to contact me at 866-371-7714.

Sincerely,

Lacey Lewis  
Child Care Consultant

Enclosure

cc: State File



**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.dec.state.ga.gov**

**Date:** 2/1/2013    **Purpose:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:35 AM    **Departure:** 3:15 PM

**GCLG-35162  
Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, GA 31206  
Bibb County  
(478) 781-4497  
glenwoodacademy@att.net**

**Mailing Address  
Same**

**Consultant  
Lacey Lewis  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 371-7714  
Fax: (866) 372-2250  
lacey.lewis@dec.state.ga.gov  
Joint with: Cynthia Caver**

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Not Met**

**Finding**

591-1-1-.03(3)(b) prohibits the use of confining equipment such as swings, highchairs, jumpseats, carriers or walkers for more than one-half hour for children younger than three years old.

A child was observed in table with bucket seats for approximately 40 minutes.

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**Correction Deadline: 2/1/2013**

**591-1-1-.45 Sleeping & Resting Equipment (CR)**

**Met**

**Comment  
Discussed-SIDS/Infant Sleeping Position**

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

**Met**

**Comment  
No Swimming Activities Provided**

**Facility**

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that hazardous equipment, materials and supplies be inaccessible to children.

Unsafe storage of materials dangerous to children was observed as follows:

- in the infant room, a container of bleach, a bottle of lotion, and two aerosol air freshener cans were observed in unlocked cabinets
- in room D, an adult purse was observed on a cart that was accessible to the children

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**Correction Deadline: 2/1/2013**

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

**Not Met**

**Technical Assistance**

591-1-1-.26(4) - It was discussed with provider that the temporary barrier (cones) that were granted approval when permission to operate was given in 2011, were a temporary solution and were to be replaced by a permanent fence when funding was available. Because it has been two years since this was granted, it is now expected and was discussed with provider that sixty (60) days would be given to have this permanent fence in place to prevent children from having access to this unlicensed part of the playground.

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**Finding**

591-1-1-.26(6) requires that outdoor equipment be free of hazards such as lead-based paint, sharp corners, rust and splinters.

A potential hazard existed in that two slats were observed missing on the climber measuring 7 inches and 7.5 inches holes causing a possible entrapment hazard.

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**Correction Deadline: 2/11/2013**

**Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards.

The following was observed in the outdoor play area:

- two active ant beds were observed
- the black tarp located by the steps was exposed causing a possible tripping hazard
- a piece of roofing tin was observed on the ground in the play area

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**Correction Deadline: 2/1/2013**

	<b>Food Service</b>
591-1-1-.15 Food Service & Nutrition	Met

**Comment**  
Menu Meets USDA Guidelines

	<b>Health and Hygiene</b>
591-1-1-.10 Diapering Areas & Practices (CR)	Met

**Comment**  
Observed-Proper Diapering

591-1-1-.17 Hygiene (CR)	Met
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**Comment**  
Discussed with the director this date that staff should use liquid soap to wash hands with instead of hand sanitizer.

591-1-1-.20 Medications (CR)	Not Met
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**Comment**  
Staff stated that no medications have been given since the last inspection.

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**Finding**  
591-1-1-.20(4) requires the storage of medication in a locked cabinet or container that is not accessible to children.

Medication was within the reach of children in the two year old room when a container of Triamcinolone Acetonide cream was observed in a child's bag.

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**Correction Deadline: 2/1/2013**

**Finding**

591-1-1-.36(6)(d) requires that the vehicle be thoroughly checked by a staff person who was present on the vehicle during the trip and then a second check be conducted by the director or the director's designated staff person who was not on the trip.

Requirements were not met when there was no signature present to document a first check of the vehicle on February 1, 2013.

Requirements were not met when there was no signature present to document a second check of the vehicle on January 17, 2013, January 30, 2013, January 31, 2013, and February 1, 2013.

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**Correction Deadline: 2/1/2013**

Staff Records

591-1-1-.09 Criminal Records Check

Met

**Comment**

Observed-Documentation of Checks

Staffing and Supervision

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

Met

**Comment**

Observed-Appropriate Staff:Child Ratios

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

Met

**Comment**

Observed-Adequate Supervision

The following information is associated with a Complaint Investigation Visit:

Food Service

**591-1-1-.18 Kitchen Operations**

**Not Met**

**Finding Associated with Complaint**

591-1-1-.18(4) makes the following dishwashing requirements for non-disposable dishes, glasses and silverware; 1) cleaned by pre-rinsing, or scraping, 2) washed, 3) sanitized and 4) air-dried. Center must either have a three compartment sink, or a dishwasher and a two-compartment sink. Dishes are to be sanitized by maintaining a temperature of 150 degrees in the rinse water or a sanitizing chemical must be used.

Disposable utensils were observed to be drying in a dish dryer located beside the sink in the kitchen for reuse.

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**Correction Deadline: 2/1/2013**

	<b>Safety</b>
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**591-1-1-.36 Transportation (CR)**

**Not Met**

**Finding Associated with Complaint**

591-1-1-.36(2)(f)1. requires that all children are secured in a child passenger restraining system or seat safety belt that is installed and used in accordance with manufacturer's directions and state and federal laws and regulations.

This requirement was not met as evidenced when a car seat was observed to be missing its harness straps. A cloth bouncer seat cover with safety straps had been attached over the car seat to be used as a restraint system. This does not comply with the manufacturers specifications.

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**Correction Deadline: 2/2/2013**

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

March 20, 2013

Glenda Marcus, Director/Owner  
Glenwood Pre School Academy, LLC  
d/b/a Glenwood Pre School Academy, LLC  
1180 Rocky Creek Road  
Macon, Georgia 31206

Dear Ms. Marcus:

The purpose of this letter is to confirm the office conference that was held on March 14, 2013, with you, **Rachel Fowler**, Child Care Consultant, and myself, Jennifer Bridgeman, Central Region Director. As a result of the findings of a recent **complaint/monitoring visit** conducted at your facility, we requested you attend an office conference to discuss your center's noncompliance with the Rules and Regulations for **Child Care Learning Centers**.

During the conference, we discussed the plan of correction from your last regulatory visit and reiterated the need for your facility to come into compliance with all rules and regulations. Particular areas of noncompliance were discussed with you, including the specific steps your facility will take to correct the deficiencies cited, the dates on which the corrections are to be made, and the steps taken to maintain compliance on an ongoing basis. Your facility's current level of compliance and the rule violation history chart for your facility were also discussed with you during this conference. You were afforded an opportunity to discuss any concerns you had regarding the citations made during the **complaint/monitoring visit**.

Your plan of correction was accepted as satisfactory. All corrections have been made. As discussed during the meeting, as a result of the current Non-Complaint status of your facility, two technical assistance visits will be scheduled with you to help further discuss the areas of non-compliance and to work with your program in correcting these areas. Your Consultant will be in touch with you to schedule these. After these technical assistance visits have been completed, your facility will be monitored to assure corrections are made according to your plan and will continue to be monitored relative to compliance with all rules and regulations.

If you have any questions concerning this letter or its contents, please feel free to call me at 706-497-1536, or Rachel Fowler at 478-314-9707.

Thank you for your time and cooperation in this matter.

Sincerely,

Jennifer Bridgeman  
Central Region Director

cc: State File  
Rachel Fowler

EXHIBIT "F"