



CHROMA

EARLY LEARNING ACADEMY

Quality Assurance Checklist

Center: Tyrone

Date: Sept. 16, 2025 Time: 8:15 am

Fall: November 17, 2025 8:45 am **ALL NOTES

FOR FALL ARE IN GREEN

Visitor: Laura Newman

Mgmt: Kimberly-Khadija

Criterion	Yes	No
State Ratios Maintained	Y	
State Group Sizes Maintained	Y	
Past Licensing Report - All cited items addressed within the timeline noted		Playground black plastic ground cover still present/seeping out
The Center lacks outstanding complaints and/or substantiated investigations	No complaints	

Classroom Ratios	Children
Infant A ratio 1:6 group size 12	2, 2
Toddlers ratio 1:8 group size 16	4
Two-year-olds ratio 1:10 group size 20	4, 6
Three-year-olds ratio 1:15 group size 30	10, 10
Four-year-olds ratio 1:18 group size 36	6, 6
GA PreK classrooms 1:10 group size 20	Hoping to be awarded next application cycle 😊
School-age ratio 1:25 group size 50	61, 54

Notes: On the day of my visit, a parent toured with two-year-old and will enroll. 😊 1 infant mixed with a few toddlers. There are several AS rooms in the primary building and one space in the second building, the lower level game room beside the gym with two bathrooms currently being used in that space. Many classrooms are not open and the one off of the front lobby needs a tremendous amount of work, particularly because it sits where all who come in can see it.

Health & Safety / Playgrounds-initial licensing study attached to report, given the issues noted by consultant.			
Criterion	Yes	No	Source of Evidence
Safety			
Fire Drills – Monthly (1 nap time drill per year)	XX		Documentation
Tornado Drills – every six months per DECAL-recorded as being done monthly for a period, same with another area for drills required just every six months (photo in admin section).	XX		Documentation
Documentation of Pediatric First aid and CPR for Staff	XX		Observation
Fire extinguishers are serviced and tagged annually	XX		Observation

Emergency numbers accessible from phones-office phone sits on the floor behind the AD desk, this needs to be attended to.		X	Documentation
Allergy lists are current in a notebook-month/year	XX		Documentation
Current allergy lists posted in classrooms/kitchen	In process		Documentation and Observation
First Aid Kit complete-please routinely check – headcounts being done – staff and management	XX		Observation
Medication / Topical Forms complete / Medication stored and dispensed properly		None being given	Documentation
Classroom			
	Yes	No	
Infant bottles labeled and dated/ready to feed (tops too)-NO feeding of cereal as mixed into bottle-discussed/guidelines emailed to mgmt..	X	X	Observation
Microwaves not used to heat bottles-discussed	X	X	Observation
SIDS policy followed	XX		Observation
Handwashing procedures followed	XX		Observation
Diaper-changing procedures followed	XX		Observation
Supervision by sight and sound at all times (I/Todd)	XX		Observation
Supervision of Preschoolers by sound at all times and by sight the majority of the time	XX		Observation
Universal precautions followed - gloves used for any contact with bodily fluids	XX		Observation
Pump soaps and paper towels are available	XX		Observation
Refrigerators clean/in good repair/thermometers	X		Observation
Chemicals stored in locked/inaccessible cabinets-recommend storing cleaning supplies out of view in the lobby adult restroom.	XX		Observation
Sippy Cups returned to the kitchen for sanitizing	XX		Observation
Sleeping equipment is stored appropriately	XX		Observation
Staff purses/backpacks are stored and out of reach	XX		Observation
Bulletin Boards are decorated and current	Not enough	In process	Observation
Print-rich environment – Current Lesson Plans	Fair-Poor	In process	Observation
The climate is calm, flexible, and cheerful-Infant/Todd (combo) room was a bit chaotic.	XX		Observation
Equipment and materials are in good supply-very low on most classroom equipment (photos)		XX	Observation
Process art at eye level	Fair	In process	Observation
Appropriate conversations and discipline practiced	XX		Observation
Sleeping/Naptime – label all cots and cribs w child name			
	Yes	No	
Crib mattresses in good repair – with firm, tight-fitting (no evidence) sheets that are waterproof and compliant.	X	X	Observation
Crib sheets are changed daily	XX		Observation
Infants are being placed on their backs in a crib	XX		Observation

No pillows, toys, or blankets/clip on paci's in crib, or with sleeping babies	XX		Observation
Swaddling/wedges/positioning devices are not used unless physicians' statements present time limitation	XX		Observation
Infants do not sleep in equipment other than safety-approved crib	X	X	Observation
Cribs, Cots, and mats used by the same child daily	X		Observation
24" corridor between each row of mats/cots and children are placed in a head-to-toe arrangement	XX		Observation
Each cot/crib has sheet/light cover/laundered weekly	XX		Observation
Kitchen / Dining Room – Vent over stove not working-milk and other items I typically see labeled w date was not dated-defer to RD, CACFP expert on staff.			
	Yes	No	
Kitchen sanitization policy followed	XX		Observation
Space is tidy and with ventilation – use of gloves	Fair Please clean	Deep clean	Observation
Food labeled and stored properly free of dust/off floor-unopened canned goods on floor (Photo), shortage of storage space.	X	X	Observation
Refrigerator and freezer temps correct- thermometers	X	Need	Observation
Menus posted w requirements/allergy list current	X	In process	Observation
Trash containers covered-some need lids or they weren't on	XX		Observation
The door closed and locked when children present	X	Door was open	Observation
Family-style dining practiced-food kept warm-no foil being used, cook who is very caring says she tries to get the food to the kids as soon as she makes it, no covering being used, I noted the use of tin foil.	X	X	Observation
The laundry room is clean, tidy and locked at all times-inside of the doors (photos) need attention.	XX		Observation
Playgrounds-see initial licensing report as part of attached documents, a good point of reference.			
	Yes	No	
Playgrounds maintained/tidy – some ok, some good, other areas need attention re: licensing and in an effort not to get cited at the next state visit (photos and notes in documents report)	X	X	Observation
Grass/mulch maintained on all playgrounds-dead bush at front, side of front lot has a large pile of debris that should be hauled away. Landscapers should be monitoring and clearing away leaves from the season that fall on the ground for a clean look. New rubber mulch on playground is nice, still allows for plastic groundcover to seep out in a variety of places (previously cited by Licensing).	X Fair		Observation
The proper fall zone is maintained	XX		Observation
Toys and equipment maintained/in good repair-broken base of slide waiting to be replaced (safety issue),			Observation

paint was very sloppy by previous owner, the older equipment would benefit from a full refresh/paint job.			
Teachers appropriately supervise children	XX		Observation
Exterior gates are locked and securely fastened	XX		Observation
All interior gates are locked with carabiner		XX	Observation
Children use appropriate playgrounds at all times	XX		Observation
No entrapment hazards	XX		Observation
Fencing in good repair-dumpster fence is leaning considerably (photo), curb appeal...	X	X	Observation
No evidence of tripping hazards-railroad ties is tall as noted by Licensing, some areas have the end of a railroad tie higher than the neighboring piece so it presents a trip hazard (photos).	X		Observation
Picnic tables, sensory tables, and water fountains are cleaned and sanitized	X	Please clean	Observation
At least one shade structure – Licensing wants to see more than one shade structure (defer to attached initial study in Oct.	X		Observation
Mulch/groundcover depth is adequate with resilient surface beneath equipment and maintained.-improved. Thank you!	FairX		
No evidence of rust on the play equipment	XX		Observation

Notes: Some areas need more groundcover (photos), fencing needs repair in one spot, interior gates missing carabiner.

VAN/Buses– low tire pressure on one van, door locks not working on grey van, all seats need a deep clean. Remove loose change, mount/secure all fire extinguishers, remove anything that could be a projectile in time of collision. Transportation checklist must be completed in full (staff/vehicle Tag#) (photos). Low tire pressure on one bus along with several indicators on dash requiring attention. Sent to corporate on the afternoon of my visit.

Properly maintained - clean/paint, decals, tires, and exterior body in good condition, mechanically sound-One bus not yet Chroma wrapped yet being used on a daily basis. The other two vehicles are “Chroma wrapped” vans.	X	X	Observation
Transportation plans on bus – in building and one on van itself	XX		Documentation and Observation
All seatbelts are in working condition	XX		Observation
Current vehicle inspection on file/reg sticker on plate	XX		Documentation and Observation
Seats are securely screwed into the floor	XX		Observation
No evident trash – minor, do deep clean please	X	Clean	Observation
No loose equipment – fire extinguisher not bolted down. One item not secure, unsure what it is, photo.	X		Observation

Seat covers are intact, no tears, cuts, etc. – intact but absolutely filthy, plan to have professionally cleaned ASAP! Much improved since initial baseline.	XX		Observation
Fire extinguisher available and maintained	XX		Documentation and Observation
First Aid Kit complete - <i>*see below for documentation list. Please plan to routinely check stock of all kits. I included the required items list in my resources ahead of the report.</i>	X		Observation
Copy of CDL, Insurance, CPR /First aid cards in notebook/notebook maintained	XX		Documentation and Observation
Transportation log complete/second check signatures- be sure all fields are complete-vehicle Tag # and staff on vehicle (photos) Excellent documentation.	XX		Documentation and Observation
Posted Notices: Signage- In process, sent posted notices doc, please be sure the Parent Info Board reflect this.	Yes	No	
Current License			Observation
Current communicable disease chart			Observation
Statement allowing parents access when a child is present			Observation
Names of people responsible for administration			Observation
Dated current week's menu			Observation
Severe weather, fire, and other emergency plans			Observation
Require visitors to check in with staff when entering			Observation
Right of parents to review most recent license report			Observation
Notice: "Visitors check in" notification/sign-in sheet			Observation
Current R's & Regs are easily accessible-sent- print out and sit on counter or side table in a binder with proper label to identify it.			Observation
First Aid Kit Checklist – please routinely check	Yes	No	
Scissors - Tweezers			Observation
Gauze Pads			Observation
Adhesive Tape			Observation
Thermometer			Observation
Band-Aids – assorted sizes			Observation
Insect Sting Preparation			Observation
Antibacterial Ointment			Observation
Antiseptic Cleaning Solution			Observation
Rubber Gloves – Cold Pack			Observation
Triangular Bandage (or bandana)			Observation
First Aid Manual/Face Mask/Protective Eye Wear			Observation
Maintenance/Bldg/Image/Curb Appeal	Yes	No	Source of Evidence
Floors are clean	XX		Observation

Air vents clean – clean ASAP!!!! Nice improvement-some are rusted.	X	X	Observation
Countertops/window sills – free from dust	XX		Observation
Housekeeping/open/closing checklists – one room only, no evidence of it being done, use ours, sent to mgmt. Again, they are posted, but as it was Monday, not sure they are being used, the rooms could use some work throughout, windows and doors especially are dirty, some with old tape, etc. Recommend deep clean for every space in the program to get it holiday ready as we turn the calendar to 2026.		X	Observation
Walls are cleaned and maintained - no chipping and/or graffiti – just painted, gym not yet done. Ceiling of gym could use a fresh coat too.	XX		Observation
Area rugs are clean and in good repair/no trip hazard-nice to see some bright new large area rugs, some are still dirty, faded and could use a replacement. Recommend full review of all classrooms. Every room matters.	Most clean, not all		Observation
Institutional air freshening systems are available and maintained	X	Not yet	Observation
All bathroom exhaust fans are clean and operational	X	X	Observation
Bathrooms – clean and odor-free - no discolored or missing tiles – photos- remove toilet brushes, etc. clean vents... Some bathrooms are dirty, some toilets very dirty, some bathrooms have a urine odor, others have ceiling tiles needing attention, etc. Recommend full canvassing of all to create a game plan for cleaning and repair as needed.	Some ok	Deep clean all	Observation
Bathrooms stocked with proper supplies	XX		Observation
Exterior (parking lot, building itself, signage, landscaping, decor, dumpster area) free from litter/debris and well maintained (curb appeal) – photos.	Some ok, some not.	Note below	Observation
Quality Rated Signage- great sign!!! 😊	XX		Observation

Notes: Good, room for improvement- nice start as we transition to new branding. Still in process of ongoing improvement, hopeful for considerable change in 2026 for a strong launch to marketing the summer camp program which is well known in the community.

Curb Appeal	Yes	No	
Dumpster doors (where applicable) closed		XX	Observation
Exterior maintained /in good repair, and free from litter/debris	X	X	Observation
Lawns and landscaping are maintained- front has new mulch – lovely, but inconsistent with another groundcover. Mostly-remove dead bush and pile of branches on the (left) side of the front facing lot.	XX		Observation
Parking lot maintained/in good repair	XX		Observation
Building/Office Management		Yes No	
The lobby and front desk are clean and organized- still in process but much improved, furniture still coming in and to be assembled and put into place. AD's desk and		In process	Observation Observation

area around it and on the floor need considerable work- all can see it and it should be really tidy.			
Required notebooks maintained – use our checklists , sign, date, update all immunizations, CBC's, etc. Use child file checklists and staff file checklists. Recommend single immunization notebook.		X	Observation
Staff and children's files (non-Ga PreK) complete with checklists – see note above.	Mostly		Documentation
All staff and child files are stored in a locked file cabinet inaccessible to anyone other than management	XX		Observation
Closets are clean/uncluttered	Mostly Ok.		Observation
Closets meet fire code regulations	XX		Observation
Closets are locked and inaccessible to children	XX		Observation
Glass doors/windows are not obstructed- windows and doors with glass all need cleaning. Please clean all glass doors that need it, review all windows to ensure they are clean because depending on the angle of the sun, some look really bad.	XX		Observation

Notes: Most classrooms need storage cabinets/units to properly place brooms, chemicals, toilet brushes... Some Swiffer brooms are sitting out, please be sure they are stored, other cleaning brooms are nicely secured on the wall, out of reach of the children.

Lobby / School / Staff	Yes	No	
Staff is available at the front desk at all times	XX		Observation
The lobby and front desk are attractive and organized	Still in process	In process	Observation
Appropriate music playing in the lobby and classrooms- please play music in the lobby (adds tremendous charm, evoking a lovely environment, and in the classrooms but so as not to disrupt learning through lesson planning.		XX	Observation
Dress code followed, and management in business casual- mgmt. had Chroma Tees 😊 Only one staff member (kitchen) had the Chroma shirt on.		In process	Observation
Director's office is clean and professional in appearance	In process	In process	Observation
Adult restrooms are pleasant, clean, tidy, and inviting- remove/store out of view, cleaning supplies sitting on the open shelf beneath the sink. Do a thorough cleaning of the restroom, same as all throughout the school (as needed on a case-by-case basis). Thank you.		Please clean	Observation
Access routes are safe and clean	XX		Observation

Notes: Supporting photos with comments on those requiring a brief explanation will accompany this report.

Fall visit notes appear in GREEN throughout checklist for a side-by-side CQI effort.

I look extremely forward to change at my Winter quarter visit – a goal to get all rooms outfitted and to show better in advance of the marketing for the busy summer season given your very high number of enrollments during the summer months. This effort presents an opportunity to showcase change and the rebranding

through signage out front announcing a grand reopening, open house, etc. as you aim to be noticed in your strong location on the road.

Warm Regards,

Laura Newman
Chroma Early Learning Academy
Quality Assurance and Compliance Officer / Corporate