



**Bright from the Start Georgia Department of Early Care and Learning**  
**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

**Date:** 5/18/2020    **VisitType:** Licensing Study    **Arrival:** 2:15 PM    **Departure:** 5:30 PM

**CCLC-1258**

**Chapel Hill Academy**

4300 Chapel Crossing Douglasville, GA 30135 Douglas County  
 (770) 920-5600 krkchapelhills@aol.com

**Regional Consultant**

Tomekia Hudson

Phone: (770) 544-5978

Fax: (770) 544-5980

tomekia.hudson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/18/2020	Licensing Study	Good Standing	
11/20/2019	Monitoring Visit	Good Standing	
08/06/2019	Complaint Closure	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A-100	Infants	2	5	C	16	C	NA	NA	Floor Play
Main	B-150		0	0	C	16	C	NA	NA	
Main	C-200	One Year Olds	2	6	C	17	C	NA	NA	Free Play
Main	D-250	Two Year Olds	2	6	C	22	C	NA	NA	Outside
Main	E-GYM GA PreK	Four Year Olds and Five Year Olds	1	11	C	58	C	82	C	Centers
Main	F-500	Four Year Olds and Five Year Olds	1	8	C	29	C	41	C	Art
Main	G-450		0	0	C	23	C	NA	NA	
Main	H-400	Three Year Olds and Four Year Olds	1	9	C	22	C	NA	NA	Centers
Main	I-350		0	0	C	22	C	NA	NA	
Main	J-300	Two Year Olds	1	9	C	22	C	NA	NA	Free Play
Main	K-Cafeteria		0	0	C	23	C	NA	NA	

Total Capacity @35 sq. ft.: 270

Total Capacity @25 sq. ft.: 306

Total # Children this Date: 54

Total Capacity @35 sq. ft.: 270

Total Capacity @25 sq. ft.: 306

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-FL	0	C
Main	B-BL	0	C
Main	C-BR	0	C
Main	D-FR	0	C

## Comments

Administrative Review completed on 5/18/20.

An Administrative Review was conducted on 5/18/20. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on 6/11/20 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.al.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

---

### Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to [CCSRefutations@dec.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

---

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

---

Shaquana Sterling, Program Official

Date

---

Tomekia Hudson, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334  
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 5/18/2020 **VisitType:** Licensing Study **Arrival:** 2:15 PM **Departure:** 5:30 PM

**CCLC-1258****Chapel Hill Academy**

4300 Chapel Crossing Douglasville, GA 30135 Douglas County  
(770) 920-5600 krkchapelhills@aol.com

**Mailing Address**  
Same

**Regional Consultant**

Tomekia Hudson

Phone: (770) 544-5978

Fax: (770) 544-5980

tomekia.hudson@decal.ga.gov

The following information is associated with a Licensing Study:

**Activities and Equipment****591-1-1-.12 Equipment & Toys(CR)****Met****Comment**

A variety of equipment and toys were observed throughout the center.

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

Center does not provide swimming activities.

**Children's Records****Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Records were observed to be complete and well organized.

**Facility**

---

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

**Comment**

Licensed capacity observed to be routinely met by center.

---

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

**Comment**

During Virtual walk through due to COCID-19 no hazards observed accessible to children on this date.

---

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

**Comment**

Playground observed to be clean and in good repair.

---

**Food Service**

---

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

**Comment**

Center menu meets USDA guidelines.

---

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

**Comment**

During Virtual Visit due to COVID-19 kitchen appears clean and well organized.

---

**Health and Hygiene**

---

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**Comment**

Staff state proper knowledge of diapering procedures.

---

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

**Comment**

During Virtual Visit due to COVID-19 pandemic staff were observed to remind children to wash hands.

---

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

**Comment**

The Provider currently does not dispense/administer medication.

---

**Policies and Procedures**

---

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

---

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

**Comment**

During Virtual Visit due to COVID-19 all required posted notices were observed.

---

**Safety**

---

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

During Virtual Visit due to COVID-19 pandemic staff were observed to maintain a positive learning environment on this date.

---

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

Center does not participate in field trips at this time.

---

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Due to COVID-19 pandemic center does not provide routine transportation.

---

**Sleeping & Resting Equipment**

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Sleeping and Resting Equipment was not directly observed during the virtual walk through. Regulations regarding proper Sleeping, Resting equipment, and SIDS ,and infant sleeping positions were discussed with the Director on this date.

---

**Staff Records**

---

**Records Reviewed: 43****Records with Missing/Incomplete Components: 0**

---

Staff # 1	Met
Staff # 2	Met
Staff # 3 Date of Hire: 10/28/2019	Met
Staff # 4	Met
Staff # 5 Date of Hire: 09/30/2019	Met
Staff # 6 Date of Hire: 11/06/2019	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9 Date of Hire: 02/11/1996	Met
Staff # 10	Met

Staff # 11 Date of Hire: 10/21/2019	Met
Staff # 12	Met
Staff # 13 Date of Hire: 07/19/2019	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16 Date of Hire: 10/08/2019	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24 Date of Hire: 09/06/2018	Met
Staff # 25	Met
Staff # 26 Date of Hire: 08/12/2019	Met
Staff # 27 Date of Hire: 10/25/2019	Met
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31	Met

Staff # 32 Date of Hire: 02/25/2019	Met
Staff # 33	Met
Staff # 34	Met
Staff # 35	Met
Staff # 36	Met
Staff # 37	Met
Staff # 38 Date of Hire: 09/05/2019	Met
Staff # 39 Date of Hire: 11/19/2019	Met
Staff # 40	Met
Staff # 41 Date of Hire: 01/22/2019	Met
Staff # 42	Met
Staff # 43 Date of Hire: 03/01/2016	Met

**Staff Credentials Reviewed: 10****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for employees hired since last visit.

**591-1-1-.14 First Aid & CPR Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order Issued on May 12, 2020.



## Staffing and Supervision

---

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Staffing and Supervision was not directly observed during the virtual walk through. Regulations regarding proper Staffing and Supervision were discussed with the Director on this date.

---

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

Met

#### Comment

During Virtual Visit due to COVID-19 adequate supervision observed on this date.