



**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: 6/26/2019 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 2:25 PM

CCLC-16039

Arrow Christian Academy at College Park

1488 Norman Dr. College Park, GA 30349 Clayton County
(770) 997-0711 tcalearninginc@bellsouth.net

Regional Consultant

Octavia Humphrey

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
06/26/2019	Licensing Study	Good Standing	
11/01/2018	Monitoring Visit	Good Standing	
06/27/2018	Complaint Investigation Follow Up	Good Standing	

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	Room A - 1st Right	Infants and One Year Olds	2	10	C	18	C	NA	NA	Nap, Floor Play, Diapering
Main	Room B - 2nd Right	PreK	2	13	C	18	C	NA	NA	Circle Time
Main	Room C - 3rd Right	Two Year Olds	2	17	C	18	C	25	C	Free Play
Main	Room D - 3rd Left	Three Year Olds and Four Year Olds	2	22	C	18	NC	25	C	Free Play
Main	Room E - 2nd Left	One Year Olds	2	13	C	18	C	NA	NA	Outside
Main	Room F - 1st Left	Five Year Olds and Six Year Olds and Over	2	32	C	18	NC	25	NC	Free Play, Homework
Total Capacity @35 sq. ft.: 108						Total Capacity @25 sq. ft.: 129				
Total # Children this Date: 107			Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 129				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Playground	18	C
Main	Main Playground	114	C

Comments

The purpose of today's visit was to conduct a LS and to follow-up from the previous visit conducted on November 1, 2018. Consultant left business card. Time Saving Notebook for BFTS Consultant.

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.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

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

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

Refutation Process:

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

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

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

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

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

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



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

Helen Hart, Program Official

Date

Octavia Humphrey, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Consultant discussed with Provider to ensure that the center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 6/26/2019

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: 1

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
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-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Not Met

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that Room F 1st Left Summer Camp had thirty-two (32) children in the classroom that is licensed for twenty-five.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 6/26/2019

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

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that there was Degree Deodorant that reads "keep out of the reach of children" in a small book bag hanging on hooks underneath the cubbies that was accessible to children in classroom Room E- 2nd Left One Year Olds. Additionally, loose coins which posed a possible choking hazard was in a smaller pocket of the same book bag that the deodorant was located.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 6/27/2019

Recited on 6/26/2019

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that on the left side of the building, the gate outside that is used to enter and exit the playground does not close completely and the latch is inoperable. Additionally, a pink jump rope was being used to secure the gate is closed.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/26/2019

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Met

Comment

Field trip documentation observed to be complete.

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

Met

Correction Deadline: 11/11/2018

Corrected on 6/26/2019

.36(3)(a-b) - Consultant observed valid evidence of completed transportation training for director and staff providing transportation

Sleeping & Resting Equipment

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation that one infant was sleeping in a bouncy seat that was placed inside of a crib on this date.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 6/26/2019

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 2

Staff # 1	Not Met
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Date of Hire: 05/13/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2	Met
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Date of Hire: 01/14/2019

Staff # 3	Met
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Date of Hire: 08/01/2007

Staff # 4	Met
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Date of Hire: 08/08/2018

Staff # 5	Met
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Date of Hire: 09/06/2011

Staff # 6	Met
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Date of Hire: 05/13/2019

Staff # 7	Met
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Date of Hire: 05/11/2016

Staff # 8	Not Met
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Date of Hire: 08/03/2018

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 9	Met
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Date of Hire: 08/03/2018

Records Reviewed: 12

Records with Missing/Incomplete Components: 2

Staff # 10 Date of Hire: 06/04/2019	Met
Staff # 11 Date of Hire: 05/23/2019	Met
Staff # 12 Date of Hire: 02/05/2005	Met

Staff Credentials Reviewed: 12

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided five files for employees hired since last visit.

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

Comment

Complete first aid kits observed in center and on vehicles.

Comment

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

Correction Deadline: 11/1/2018

Corrected on 6/26/2019

.14(1)(a) - Consultant observed valid evidence of completed First Aid CPR training for Staff providing transportation on this date.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.