



**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:** 7/31/2019    **VisitType:** Monitoring Visit    **Arrival:** 12:15 PM    **Departure:** 6:00 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**

Chilon Martin

Phone: (404) 591-5648  
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**Mailing Address**  
 Same

Joint with: Colette Bolds

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
07/31/2019	Monitoring Visit	Good Standing
06/26/2019	Licensing Study	Good Standing
11/01/2018	Monitoring Visit	Good Standing

**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.

**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	3	13	C	18	C	NA	NA	Diapering, Nap
Main	Room B - 2nd Right		0	0	C	18	C	NA	NA	Not In Use
Main	Room C - 3rd Right	Two Year Olds and Three Year Olds	2	10	C	18	C	25	C	Nap
Main	Room D - 3rd Left	Three Year Olds and Four Year Olds	2	22	C	18	NC	25	C	Nap, Lunch, Transitioning
Main	Room E - 2nd Left	One Year Olds	2	15	C	18	C	NA	NA	Nap
Main	Room F - 1st Left	Five Year Olds and Six Year Olds and Over	2	30	C	18	NC	25	NC	TV
Total Capacity @35 sq. ft.: 108						Total Capacity @25 sq. ft.: 129				
Total # Children this Date: 90			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 this visit was to conduct a Monitoring visit.

The findings of the report was reviewed with the provider and a copy of the report was left while on site.

Revision made to the initial report. Center staff notified via telephone call on 8/6/19 @ 8:52 a.m.

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.

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#### 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](mailto: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.

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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)

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Helen Hart, Program Official

Date

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Chilon Martin, Consultant

Date

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Colette Bolds, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### 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.

### Facility

**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 (30) children in the classroom that was licensed for eighteen (18). Room D- 3rd Left was observed to have twenty-two (22) children in the classroom that was licensed for eighteen (18).

**POI (Plan of Improvement)**  
The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 7/31/2019**

**Recited on 7/31/2019**

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

**Correction Deadline: 6/27/2019**

**Corrected on 7/31/2019**  
Previous citation observed to be corrected on this date. There were no hazards observed in this classroom or in any other classroom throughout the center.

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**591-1-1-.26 Playgrounds(CR)****Not Met****Technical Assistance**

591-1-1-.26 -Please ensure that all equipment and toys are free of chipping and peeling paint.

**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 the fence on the left side of the main playground had two nails protruding that were at least one inch in length. The fence at the back of the main playground had two nails that were protruding from it that were at least one inch in length. The wooden fence on the main and infant/toddler playground were leaning. There were small gaps in the fence that needed to be secured as the boards were separating from the fence in different areas throughout each playground. The wood on the infant/toddler playground had chipped and splintered wood at the bottom of the fence.

Note: The gate on the left side of the main playground was cited at the previous visit for not being closed, however, it was observed to have an operable latch that was being used and the gate was closed.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least four 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: 8/2/2019**

**Recited on 7/31/2019**

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

Proper diapering procedures observed.

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

Staff stated proper hand-washing techniques and times for children.

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

The Provider currently does not dispense medication.

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

Staff stated Age-appropriate discussion and/or redirection.

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

Complete documentation of transportation observed. The center has not been providing routine transportation during the summer, however, center staff stated they provide transportation whenever a parent requests. Vehicle observed in good condition with no torn seats and proper restraints throughout the vehicle.

<b>Sleeping &amp; Resting Equipment</b>
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Correction Deadline: 6/26/2019

Corrected on 7/31/2019

Previous citation observed corrected on this day. Staff stated that infants were laid down for naps on their backs. Infants were observed to be asleep in their cribs and free of any objects.

**Staff Records**

**Records Reviewed: 9**

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

Staff # 1	Met
Date of Hire: 04/27/2019	
Staff # 2	Met
Date of Hire: 07/16/2019	
Staff # 3	Met
Date of Hire: 09/06/2011	
Staff # 4	Met
Date of Hire: 08/08/2018	
Staff # 5	Met
Date of Hire: 09/04/2018	
Staff # 6	Met
Date of Hire: 07/01/2019	
Staff # 7	Met
Date of Hire: 06/03/2019	
Staff # 8	Met
Date of Hire: 05/11/2016	
Staff # 9	Met
Date of Hire: 02/05/2005	

**Staff Credentials Reviewed: 2**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on observation that there were four staff members who worked with staffing agencies and had not been ported to the center, however, they were within their portability dates. Three of the staff members were present at the center on the day of the visit. All four staff had satisfactory comprehensive criminal record checks with their staffing agency.

**POI (Plan of Improvement)**

**IMMEDIATE CORRECTION** - The Center will maintain employee records to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will check employee records regularly to ensure CRC rules are maintained.

**Correction Deadline: 7/31/2019**

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

Reminder: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date. As of this date, there were seven staff members who were not due to have their health and safety completed due to their hire date being within 90 days.

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

All lead teachers in the center had adequate credentials.

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

Staff observed to provide direct supervision and be attentive to children's needs.

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

Staff observed to provide direct supervision and be attentive to children's needs.