



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: 11/1/2018 **VisitType:** Monitoring Visit **Arrival:** 9:20 AM **Departure:** 12:15 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

Ruby Norman

Phone: (770) 405-7959
 Fax: (404) 591-5187
 laura.davis@decal.ga.gov

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. |
|------------------------------------|-----------------------------------|---------------|--|
| 11/01/2018 | Monitoring Visit | Good Standing | |
| 06/27/2018 | Complaint Investigation Follow Up | Good Standing | |
| 06/27/2018 | 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 | Room A - 1st Right | Infants and One Year Olds | 2 | 12 | C | 18 | C | NA | NA | Diapering, Floor Play |
| Main | Room B - 2nd Right | PreK | 2 | 20 | C | 18 | NC | NA | NA | Circle Time |
| Main | Room C - 3rd Right | Two Year Olds | 2 | 14 | C | 18 | C | 25 | C | Circle Time |
| Main | Room D - 3rd Left | Three Year Olds and Four Year Olds | 1 | 15 | C | 18 | C | 25 | C | Circle Time |
| Main | Room E - 2nd Left | One Year Olds | 2 | 9 | C | 18 | C | NA | NA | Centers |
| Main | Room F - 1st Left | | 0 | 0 | C | 18 | C | 25 | C | |

Total Capacity @35 sq. ft.: 108

Total Capacity @25 sq. ft.: 129

Total # Children this Date: 70

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

Plan of Improvement: Developed This Date 11/01/2018

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

Ruby Norman, 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)

Met

Comment

Licensed capacity observed to be routinely met by center.

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 baby lotion, baby powder, A & D ointment and petroleum jelly in a back pack hanging on a hook in Classroom E. It was further determined that there was lanolin balm in a back pack hanging on a hook in Classroom E.

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: 11/1/2018

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

Met

Comment

Playground observed to be clean and in good repair.

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

Staff were observed to remind children to wash hands.

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

Comment

Documentation for medication dispensing observed complete.

Safety

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

Correction Deadline: 6/19/2018

Corrected on 11/1/2018

.11(2) - Previous citation corrected, the director stated that the staff is no longer employed. The director discussed with staff appropriate discipline and gave a handbook to staff which includes the discipline policy. The director stated that the classrooms are monitored three times a week.

591-1-1-.36 Transportation(CR) **Not Met**

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that the director and a staff providing transportation did not have transportation training complete. Both staff members transportation training was expired.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 11/11/2018

Sleeping & Resting Equipment

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

Comment

Staff stated proper knowledge of infant sleeping position.

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 3

Staff # 1 Met
Date of Hire: 08/01/2007

Staff # 2 Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 3**

Date of Hire: 08/01/2018

Staff # 3

Met

Date of Hire: 04/23/2018

Staff # 4

Not Met

Date of Hire: 09/06/2011

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 5

Met

Date of Hire: 05/11/2016

Staff # 6

Met

Date of Hire: 10/29/2018

Staff # 7

Met

Date of Hire: 08/13/2018

Staff # 8

Met

Date of Hire: 08/03/2018

Staff # 9

Met

Date of Hire: 08/29/2018

Staff # 10

Not Met

Date of Hire: 02/05/2005

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 11

Not Met

Date of Hire: 10/16/2018

"Missing/Incomplete Components"

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

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Not Met**

Finding

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on a review of records that one staff providing transportation did not have CPR and First Aid training complete.

POI (Plan of Improvement)

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 11/1/2018

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.