



**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:** 5/1/2018    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 5:30 PM

**CCLC-1784**

**Haverty Hollow**

1225 E Beechwood Drive, NE Atlanta, GA 30327 Fulton County  
 (404) 233-1691 havertyhollow@gmail.com

**Mailing Address**

1225 E. Beechwood Dr  
 Atlanta, GA 30327

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

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margarita.collier@dec.al.ga.gov

**Quality Rated:** No

<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.
05/01/2018	Licensing Study	Good Standing	
10/23/2017	Monitoring Visit	Good Standing	
04/17/2017	Licensing Study	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-1L of Entrance	Six Year Olds and Over	1	1	C	7	C	10	C	Homework
Main	Room B:Entrance	Six Year Olds and Over	1	7	C	15	C	21	C	Outside
Main	Room C-Rear Right of Entrance	Six Year Olds and Over	1	11	C	13	C	18	C	Music
Main	Room D-2nd L of Entrance	Six Year Olds and Over	1	4	C	7	C	10	C	Homework
Total Capacity @35 sq. ft.: 42			Total Capacity @25 sq. ft.: 59							
Total # Children this Date: 23			Total Capacity @35 sq. ft.: 42							
			Total Capacity @25 sq. ft.: 59							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	51	C

**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on October 23, 2018.

Consultant discussed the following with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 05/01/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.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.

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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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Lisa Haverty, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 5/1/2018 **VisitType:** Licensing Study **Arrival:** 3:00 PM **Departure:** 5:30 PM

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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.

**Comment**

Pool not in use at this time, gates observed locked.

### 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**

Parent authorizations obtained/completed.

**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)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Consultant Discussed maintenance of resilient surface with the director on this date.

**Technical Assistance**

Consultant discussed monitoring the bushes located on the opposite side of the playground fence to ensure the bush limbs do not protrude through the playground fence.

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website: DECAL - <http://dec.al.ga.gov/CACFP/Handbook.aspx> and USDA - <http://www.fns.usda.gov/cacfp/cacfp/handbooks>

**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**

There were no diapered children enrolled requiring services on this date. The center only offers after school services to school-aged children only.

**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**

The center does not administer any medications at this time.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant's review of the center's emergency drills the center did not complete a fire drill for the month of April 2018.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 5/6/2018**

**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

**Safety****591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

**Comment**

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)****Technical Assistance****Comment**

Complete documentation of transportation observed.

**Technical Assistance**

Consultant discussed updating all vehicle emergency medical forms and transportation agreement forms as needed for the 2018 - 2019 school year with the director on this date.

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

The center only offers after school services to school-aged children only.

**Staff Records**

Staff # 1 Date of Hire: 08/01/2017	Met
Staff # 2 Date of Hire: 10/01/2012	Met
Staff # 3 Date of Hire: 04/01/2002	Met
Staff # 4 Date of Hire: 10/24/2016	Met
Staff # 5 Date of Hire: 11/28/2016	Met

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**Staff Credentials Reviewed: 5**

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on October 23, 2017.

**Comment**

Consultant reviewed five staff files on this date. Consultant observed five of five staff members to have evidence of a satisfactory determination letter on file on this date.

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**591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

**Technical Assistance**

Please ensure to add the following items to the following first aid kits:

- The center's first aid kit - insect sting preparation.
- Van tag number CGZ 2782 - Replace the batteries in the thermometer and add antibiotic ointment and a pair of tweezers.
- Van tag number AHS 9317 - Replace the batteries in the thermometer and add a pair of scissors and tweezers.

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**591-1-1-.33 Staff Training****Technical Assistance****Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

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

**Comment**

Consultant observed all staff members to comply with all laws and regulations on this date.

**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**

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