



**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:** 10/16/2017 **VisitType:** Licensing Study

**Arrival:** 3:25 PM

**Departure:** 5:15 PM

**CCLC-29565**

**Preferred School Care at Bolton Academy**

2268 Adams Drive, N.W. Atlanta, GA 30318 Fulton County  
 (770) 739-1462 selmonatl@aol.com

**Mailing Address**

1125 Annie Lane SW  
 Mableton, GA 30126

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

<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.
10/16/2017	Licensing Study	Good Standing	
03/09/2017	Monitoring Visit	Good Standing	
10/03/2016	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	Cafeteria	Five Year Olds and Six Year Olds and Over	2	22	C	91	C	NA	NA	Outside, Homework, Transitioning
Main	Gym	Six Year Olds and Over	1	14	C	128	C	NA	NA	Free Play
Main	Room 183	Six Year Olds and Over	1	3	C	27	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 246			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 246							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

**Comments**

The purpose of this visit was to conduct a licensing study and to follow-up on the previous visit conducted on March 9, 2017.

Consultant discussed the comprehensive background check application process with the director on this date.

Plan of Improvement: Developed This Date 10/16/2017

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.



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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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

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Shirley Jackson, Program Official

Date

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Margarita Collier, 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-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### 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**

Observed-Records Complete/Well Organized

### Facility

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed Capacity Routinely Met

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

Observation-Center Clean/Well Maintained

**Comment**

Reminder-Keep Hazards Inaccessible

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Technical Assistance</b>
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**Technical Assistance**

Discussed-Fluff/Redistribute Surface

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

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

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Observed-Proper Hand Washing Throughout

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

Per director the center does not administer any medications at this time.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Consultant observed complete documentation of fire and tornado drills on this date. Please ensure to conduct a lock down drill by December 31, 2017.

**Correction Deadline: 10/21/2017**

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<b>591-1-1-.27 Posted Notices</b>	<b>Met</b>
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**Comment**

Observed-All Notices Posted

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<b>591-1-1-.29 Required Reporting</b>	<b>Met</b>
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**Comment**

Discussed-Reporting Requirements

<b>Safety</b>
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<b>591-1-1-.05 Animals</b>	<b>Met</b>
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**Comment**

No Animals Kept

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

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

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

The center only offers afterschool services to school-age children on this date.

**Staff Records****Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/02/2012

Staff # 2

Met

Date of Hire: 07/25/2016

Staff # 3

Met

Date of Hire: 09/14/2016

Staff # 4

Met

Date of Hire: 08/04/2014

Staff # 5

Met

Date of Hire: 02/24/2016

Staff # 6

Met

Date of Hire: 09/12/2016

Staff # 7

Met

Date of Hire: 02/24/2016

Staff # 8

Met

Date of Hire: 02/24/2016

Staff # 9

Met

Date of Hire: 08/31/2015

Staff # 10

Met

Date of Hire: 08/20/2013

Staff # 11

Met

Date of Hire: 09/01/1999

**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Consultant reviewed 11 staff files on this date. Consultant observed 11 of 11 staff members to have evidence of a satisfactory determination letter on this date.

**Comment**

Per director the center has not had any new hires since the previous visit was conducted on March 9, 2017.

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

Consultant observed the center to have a complete first aid kit on this date.

**Comment**

Observed-50% Certified First Aid & CPR

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

Documentation observed of required staff training.

**Technical Assistance**

Please ensure that all newly hired staff members complete first aid and CPR training and health and safety orientation training within 90-days of their date of hire. All newly hired staff members will also need to complete six clock hours as follows: four 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 clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

**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**

Observed-Appropriate Staff:Child Ratios

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

Observed-Adequate Supervision