



**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

Cover Sheet

Date: 11/1/2021 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 10:30 AM

CCLC-28413

Kids Time Learning Academy #2

1802 Hollywood Road Atlanta, GA 30318 Fulton County
(404) 799-8984 Kidstime.hollywood@gmail.com

Regional Consultant

Lajuana Williams

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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.
11/01/2021	Licensing Study	Good Standing	
07/28/2021	Complaint Closure	Good Standing	
06/16/2021	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 Front Right	One Year Olds and Two Year Olds	2	10	C	18	C	NA	NA	Nap, Transitioning
Main	Room Left	Three Year Olds and Four Year Olds	2	16	C	37	C	NA	NA	Lunch
Main	Room Rear Right	Infants and One Year Olds	2	6	C	13	C	NA	NA	Nap
Total Capacity @35 sq. ft.:			68			Total Capacity @25 sq. ft.: 106				
Rear Bldg	Room Left		0	0	C	19	C	26	C	Not In Use
Rear Bldg	Room Right		0	0	C	19	C	26	C	Not In Use
Total Capacity @35 sq. ft.:			38			Total Capacity @25 sq. ft.: 106				
Total # Children this Date: 32			Total Capacity @35 sq. ft.: 106			Total Capacity @25 sq. ft.: 106				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	101	C

Comments

An Administrative Review was conducted on November 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 1, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 11/01/2021

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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

Zinear Dumas, Program Official

Date

Lajuana Williams, 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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through daily cleaning of toys and equipment was discussed with the Director this date.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
Child # 5	Not Met

"Missing/Incomplete Components"

.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change in Emergency Contact,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)-Allergies and Disabilities

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1)(c) requires Center Staff to maintain a file for each child that includes Parental acknowledgment of their responsibility for keeping Center advised of any significant changes in enrollment information concerning phone numbers, work locations, emergency contact, family physicians, etc. It was determined based on observation during an administrative review that this acknowledgement was missing in 5 of 5 records observed,

POI (Plan of Improvement)

Center staff will obtain parental or guardian acknowledgement of responsibility to update enrollment information and maintain it on file for each child.

Correction Deadline: 11/1/2021

Facility

591-1-1-.19 License Capacity(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center was observed to be compliant with the Licensed capacity this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there were no hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground was observed. Maintenance of resilient surface was discussed with the Director this date. Please ensure six inches of material is maintained under all swinging and climbing equipment with a base of five feet or higher.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated USDA Infant Meal pattern and Child/Adult Meal pattern flyers and The Crediting Handbook via email this date.

Health and Hygiene

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

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through diapering was not directly observed, staff stated proper knowledge this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR) **N/A**

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices **Met**

Comment

Please make sure that all required signs are posted and up to date.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR) **Not Evaluated**

Comment

Center does not participate in field trips at this time.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the administrative review complete documentation of transportation observed.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the vehicle was observed to have an approved fire extinguisher and first aid kit on this date. Proper restraints were also observed this date.

Sleeping & Resting Equipment

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through a pleasant nap time environment was observed. Staff stated proper knowledge of the safe sleep position this date.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 02/21/2021

Records Reviewed: 9**Records with Missing/Incomplete Components: 1**

Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Date of Hire: 09/27/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 01/13/2021	
Staff # 6	Not Met
Date of Hire: 10/20/2005	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 10/05/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 01/29/2008	

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Prior to the virtual walk through Criminal record checks were observed to be complete and verified electronically in Koala Outback.

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

591-1-1-.33(5) - Please ensure complete annual training is maintained on file for all staff employed January-December of each year.

Correction Deadline: 12/1/2021

591-1-1-.31 Staff(CR)**Technical Assistance****Comment**

Staff observed to be compliant with applicable laws and regulations.

Technical Assistance

591-1-1-.31(2)(b)2. - During the administrative review it was observed that staff #6 did not have a current, unexpired credential, in that the staff person's credential expired in July 2021. A renewal was not obtained. The staff person will obtain renewal within the next three months and follow up will be conducted on the next regulatory visit. An Education Plan will be maintained in the staff person's file.

Correction Deadline: 11/1/2021

Technical Assistance

591-1-1-.31(2)(b)3.(ii)(I) - (VIII) - The center will provide Professional Learning Plans for two newly hired staff by November 10, 2021 maintain the plans in each staff person's file with periodic updates until the completion of their chosen degree or credential.

Correction Deadline: 11/1/2021

Staffing and Supervision

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center was observed to maintain appropriate staff:child ratios.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed on this date.