



**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:** 3/1/2019      **VisitType:** Licensing Study      **Arrival:** 8:30 AM      **Departure:** 12:15 PM

**CCLC-38785**

**Atlanta School of Excellence**

180 Memorial Drive, SE Atlanta, GA 30303 Fulton County  
 (404) 581-9545 smaddox@atlschool.com

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106  
 Fax: (770) 357-5107  
 emma.smith@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<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.
03/01/2019	Licensing Study	Good Standing	
09/24/2018	Monitoring Visit	Good Standing	
03/22/2018	Monitoring Visit	Good Standing	

**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	A - Front R	Infants	2	6	C	15	C	NA	NA	Nap, Floor Play, Free Play
Main	B - Front L	One Year Olds and Two Year Olds	1	7	C	10	C	NA	NA	Floor Play
Main	C - Front Middle	Two Year Olds	2	10	C	13	C	NA	NA	Art
Main	D - Rear Front	Four Year Olds	2	17	C	22	C	31	C	Centers
Main	E - Rear Back	PreK	2	18	C	22	C	31	C	Circle Time
Total Capacity @35 sq. ft.: 82					Total Capacity @25 sq. ft.: 100					
Total # Children this Date: 58			Total Capacity @35 sq. ft.: 82			Total Capacity @25 sq. ft.: 100				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	55	C

**Comments**

POI 45 day letter was let and signed by Director.

Plan of Improvement: Developed This Date 04/15/2019

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.decal.ga.gov/CCS/RulesAndRegulations.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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).

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

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Shemeka Maddox, Program Official

Date

Emma Smith, Consultant

Date



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### Findings Report

**Date:** 3/1/2019    **VisitType:** Licensing Study    **Arrival:** 8:30 AM    **Departure:** 12:15 PM

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Technical Assistance****Technical Assistance**

Please ensure lesson plans are updated in all classroom rooms.

**Correction Deadline: 3/1/2019**

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**591-1-1-.12 Equipment & Toys(CR)****Met****Comment**

A variety of equipment and toys were observed throughout the center.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

Center does not provide swimming activities.

<b>Children's Records</b>
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**591-1-1-.08 Children's Records****Met****Comment**

Please ensure parents are completely filling out information for emergency contacts and authorized people to release child to.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Center appears clean and well maintained.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children, such as cleaning supplies in the bathroom.

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines and updated menus were posted.

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**591-1-1-.18 Kitchen Operations** **Met**

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures throughout all diapering rooms.

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

**Comment**

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Observed records stating fire drill was conducted on 2/25/2019 and tornado drill was conducted on 10/4/2018.

**Correction Deadline: 3/6/2019**

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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**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.

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

**Comment**

The Director stated the center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

**Comment**

Observed proper storage of cots and mats.

**Correction Deadline: 3/1/2019**

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**Staff Records**

**Records Reviewed: 18**

**Records with Missing/Incomplete Components: 2**

Staff # 6

Not Met

Date of Hire: 05/21/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 10

Not Met

Date of Hire: 11/05/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

591-1-1-.09(1)(h) - Director provided 8 files for employees hired since last visit. Every staff member had a Comprehensive, with one staff waiting for out of state results. The consultant left a POI 45 day letter.

**Correction Deadline: 3/1/2019**

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

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on the review of records that two staff members did not have record of Health and Safety Orientation Training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 3/31/2019**

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

Please ensure lead teacher credentials are placed in staff files for review.

**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**

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