



**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:** 3/7/2018      **VisitType:** Complaint Investigation Follow Up      **Arrival:** 9:15 AM      **Departure:** 1:15 PM

**CCLC-1447**

**Chestnut Hill Academy**

2350 Bethsaida Rd. Riverdale, GA 30296 Fulton County  
 (770) 991-0380 chestnuthillacad@bellsouth.net

**Regional Consultant**

Angelia Boykins  
 Phone: (678) 717-6025  
 Fax: (770) 408-5968  
 angelia.boykins@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
03/07/2018	Complaint Investigation Follow Up	Good Standing
11/08/2017	Licensing Study	Good Standing
02/03/2017	Monitoring Visit	Good Standing

**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.

**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		0	0	C	19	C	NA	NA	Not In Use
Main	B	One Year Olds and Two Year Olds	1	4	C	7	C	NA	NA	Free Play
Main	C		0	0	C	10	C	NA	NA	Not In Use
Main	D-Downstairs		0	0	C	17	C	NA	NA	Not In Use
Main	E - Pre K	PreK	2	20	C	28	C	NA	NA	Centers
Main	F	Three Year Olds	1	11	C	17	C	NA	NA	Centers
Main	G - School Age		0	0	C	18	C	NA	NA	Not In Use
					Total Capacity @35 sq. ft.: 116	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 35			Total Capacity @35 sq. ft.: 116			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

The purpose of this visit was to conduct a follow up visit and complaint investigation. There were rule violations on this date.

Plan of Improvement: Developed This Date 03/07/2018

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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Andra Ross, Program Official

Date

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Angelia Boykins, Consultant

Date



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### Summary Report

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Follow Up      **Arrival:** 9:15 AM      **Departure:** 1:15 PM

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The following information is associated with a Complaint Investigation Follow Up:

**Activities and Equipment**

591-1-1-.03 Activities

Met

Correction Deadline: 3/7/2018

Corrected on 3/7/2018

.03(2) - The consultant observed lesson plan for classroom B on this date.

**Children's Records**

**Records Reviewed: 4**

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

Child # 1      Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 2      Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that two out of the five children's records reviewed did not contain doctor's names and telephone numbers were missing from the file. It was further determined that one out of five children's files could not be located.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 3/7/2018****Recited on 3/7/2018****Correction Deadline: 11/18/2017****Corrected on 3/7/2018**

**.08(2) - The consultant reviewed same five files from visit on 11/8/2017 and all immunizations were present.**

<b>Facility</b>
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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Correction Deadline: 11/10/2017****Corrected on 3/7/2018**

**.25(8) - The consultant observed corrected on this date.**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation of the school aged playground that paint was chipping off the red and blue wrought iron spring loaded airplanes.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 3/17/2018****Correction Deadline: 3/7/2018****Corrected on 3/7/2018**

**.26(9) - corrected on this date.**

**591-1-1-.36 Transportation(CR)****Met****Correction Deadline: 11/8/2017****Corrected on 3/7/2018****.36(7)(d)2. - The consultant observed corrected on this date.****591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 11/8/2017****Corrected on 3/7/2018****.09(1)(a) - The consultant observed all employees finger print records on this date.****591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that one employee did not have a file with a hire date.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 3/7/2018****Recited on 3/7/2018****591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that the owner had five hour of annual training for 2017.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 3/7/2018****Recited on 3/7/2018**

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

**Met**

**Correction Deadline: 11/9/2017**

**Corrected on 3/7/2018**

**.32(4) - The consultant observed corrected on this date.**