



**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:** 5/9/2018      **VisitType:** Monitoring Visit      **Arrival:** 11:45 AM      **Departure:** 4:00 PM

**CCLC-1447**

**Chestnut Hill Academy**

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

**Regional Consultant**

Stephen Knighton  
 Phone: (770) 342-7943  
 Fax: (678) 891-5990  
 coty.cummings@dec.al.ga.gov

**Mailing Address**  
 Same

**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.
05/09/2018	Monitoring Visit	Support	
04/13/2018	Complaint Closure	Good Standing	
03/07/2018	Complaint Investigation Follow Up	Good Standing	

  

<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.

**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	Five Year Olds	2	6	C	19	C	NA	NA	Art
Main	B	One Year Olds and Two Year Olds	1	4	C	7	C	NA	NA	Nap
Main	C		0	0	C	10	C	NA	NA	
Main	D-Downstairs		0	0	C	17	C	NA	NA	
Main	E - Pre K	PreK	2	20	C	28	C	NA	NA	Floor Play,Circle Time
Main	F		0	0	C	17	C	NA	NA	
Main	G - School Age	Three Year Olds	1	13	C	18	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 116					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 43			Total Capacity @35 sq. ft.: 116			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: To Be Submitted 05/23/2018

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.

**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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

Andra Ross, Program Official

Date

Stephen Knighton, Consultant

Date



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### Findings Report

**Date:** 5/9/2018    **VisitType:** Monitoring Visit    **Arrival:** 11:45 AM    **Departure:** 4:00 PM

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The following information is associated with a Monitoring Visit:

#### 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.

#### Children's Records

**591-1-1-.08 Children's Records**

**Met**

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

**Corrected on 5/9/2018**

**.08(1) - Consultant observed previous citation to be corrected in that all children's records reviewed had complete enrollment information.**

#### Facility

**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**

No hazards observed accessible to children on this date.

**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 and the blue and white climbing structure with the white slide.

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**Correction Deadline: 6/8/2018**

**Recited on 5/9/2018**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the resilient surface on the school age playground underneath the swings was measured to be between three and four inches and requires six inches of resilient surface.

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**Correction Deadline: 5/19/2018**

**Health and Hygiene**

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

**Met**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

**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**

Discussed proper medication documentation and procedures.

**Policies and Procedures**

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

**Met**

**Correction Deadline: 4/13/2018**

**Corrected on 5/9/2018**

**.29(3) - Consultant observed previous citation to be corrected in that the center director has stated an understanding of the incident reporting procedures and process.**

**Safety**

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

**Met**

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Not Met**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that a first check signature was not acquired for the return route from Church Street to Chestnut Hill Academy as required.

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**Correction Deadline: 5/10/2018**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of transportation records that a second check signature was not acquired for the return route on Friday, April 21, 2018 from Church Street to Chestnut Hill Academy as required.

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**Correction Deadline: 5/9/2018**

**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 8****Records with Missing/Incomplete Components: 4**

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Staff # 3

Not Met

Date of Hire: 02/05/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health &amp; Safety Certificate

Staff # 4

Not Met

Date of Hire: 10/22/2015

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 5

Not Met

Date of Hire: 08/28/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Not Met

Date of Hire: 11/08/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

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

Criminal records checks were observed to be complete.

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**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 review of center's records that one current employee did not have an employee file.

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**Correction Deadline: 5/14/2018**

**Recited on 5/9/2018**

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**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 review of employees records that two staff members employed at the center more than 90 days did not have evidence of the completion of health and safety orientation training as required.

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**Correction Deadline: 6/8/2018**

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

**Corrected on 5/9/2018**

**.33(6) - Consultant observed previous citation to be corrected in that the director was observed to have 16 hours of annual training in 2017.**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

Adequate supervision observed on this date.