



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: 5/23/2017 **VisitType:** Licensing Study **Arrival:** 3:30 PM **Departure:** 6:35 PM

CCLC-38552

Artportunity Knocks ASP @ Atlanta Heights Charter School

3712 Martin Luther King Jr. Drive, SW Atlanta, GA 30331 Fulton County
 (404) 740-0336 ty.woods@artportunityknocks.org

Mailing Address

1755 The Exchange SE Ste 190
 Atlanta, GA 30339

Regional Consultant

Jennifer Bailey

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jennifer.bailey@decal.ga.gov

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.
05/23/2017	Licensing Study	Good Standing	
12/07/2016	Monitoring Visit	Good Standing	
05/27/2016	Initial 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 Building	A- Gym		0	0	C	129	C	NA	NA	Not In Use
Main Building	Rm. B 28 (5 yrs - 7yrs)	Six Year Olds and Over	1	17	C	19	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 148			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 148							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main Building	Basketball Court	25	C
Main Building	Playground (Open Field)	123	C

Comments

The purpose of this visit is to conduct a licensing study and follow-up to the visit conducted on December 7, 2016.
 A one day letter was left on this date.

Plan of Improvement: Developed This Date 05/23/2017

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. 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(j)(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.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.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)

Tyneashia Woods, Program Official

Date

Jennifer Bailey, Consultant

Date



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Findings Report

Date: 5/23/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Discussed ensuring that a lesson plan is posted at the Center.

Correction Deadline: 5/23/2017

Technical Assistance

591-1-1-.03(3)(g) - Discussed ensuring that a schedule is posted at the Center.

Correction Deadline: 5/23/2017

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-DOB Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-DOB Missing,.08(a)-(f)-Doctor, Clinic, Phone Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-DOB Missing

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

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 children's records that 3/3 records reviewed were missing the child's date of birth and doctor's information.

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: 5/23/2017**591-1-1-.23 Parental Authorization****Not Met****Finding**

591-1-1-.23(a-f) require Parental authorization at the time of a child's enrollment for the following:

- (a) emergency medical care when the Parent is not available;
- (b) to dispense medication;
- (c) participation in field trips and special activities away from the Center;
- (d) participation in water related activities occurring in water that is more than two feet deep;
- (e) routine transportation to or from school, home or Center; and
- (f) pick up or drop off of a child by someone other than the Parent, including the names of such persons.

It was determined based on a review of children's records that the Center did not have the following Parental authorization on file for all children: 3/3 records reviewed were missing authorization for emergency medical care if the Parent is not available.

POI (Plan of Improvement)

The center will have all required authorizations completed by the parents.

Correction Deadline: 5/23/2017**Facility****591-1-1-.25 Physical Plant - Safe Environment(CR)****Technical Assistance****Comment**

Reminder-Keep Hazards Inaccessible

Technical Assistance

591-1-1-.25(3) - Discussed monitoring the center for litter and trash on this date.

Correction Deadline: 5/23/2017**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

591-1-1-.26(8) - Discussed monitoring the outdoor areas for litter and trash on this date.

Correction Deadline: 5/23/2017**Health and Hygiene**

591-1-1-.10 Diapering Areas & Practices(CR)	N/A
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Comment

Not licensed for diapered children; school-age only program.

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

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR)	Not Evaluated
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Comment

No medications dispensed at the Center, per the site director.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Not Met
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Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on observation and staff statement that the Center did not have documentation of conducting emergency drills.

POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years. Consultant provided a copy.

Correction Deadline: 5/28/2017

591-1-1-.27 Posted Notices	Technical Assistance
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Technical Assistance

591-1-1-.27 - Discussed posted notices and what Bright from the Start required to be posted at a licensed facility. Consultant will reevaluated posted notices during the next regulatory visit.

Safety

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

No Animals Kept

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

Observed positive learning environment. Staff stated that age-appropriate discussion and verbal warnings are used, as well as write-ups if necessary.

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

No Field Trips at This Time

591-1-1-.36 Transportation(CR)	N/A
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Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	N/A
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Comment

Not licensed for infants; no children napping at the center; school-age only program.

Staff Records**Records Reviewed: 7****Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 10/03/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4

Not Met

Date of Hire: 08/29/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 5

Not Met

Date of Hire: 01/05/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.09-Criminal Records Check Missing

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center. It was determined based on a review of Employee records that one Employee did not have evidence of a satisfactory records check determination before the individual was present at the Center.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 5/23/2017**Recited on 5/23/2017****Correction Deadline: 12/7/2016****Corrected on 5/23/2017****.09(1)(d) - Previous citation corrected on this date.****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of Employee records that one employee was hired August 3, 2016 with a Satisfactory Fingerprint Records Check Determination with a portability deadline of August 19, 2015.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 5/23/2017

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

Met

Comment

Observed-50% Certified First Aid & CPR

591-1-1-.24 Personnel Records

Technical Assistance

Correction Deadline: 12/12/2016

Corrected on 5/23/2017

.24 - Previous citation corrected on this date in that staff files were available on site on this date.

Technical Assistance

591-1-1-.24(a) - Discussed ensuring that staff files contained all of the required information, such as date of birth and social security number.

Correction Deadline: 5/28/2017

591-1-1-.33 Staff Training

Not Met

Comment

No staff employed for one year; training will be evaluated during the next licensing study. Consultant discussed health and safety orientation on this date.

Finding

591-1-1-.33(1)(a-l) requires the Center to ensure that initial orientation of all Employees and Provisional Employees include the following subjects: a) center policies/procedures; b) Department rules for the care, health and safety of children; c) employee's duties/responsibilities; d) reporting requirements; e) emergency weather plans; f) childhood injury control; g) administering medicine; h) reducing the risk of Sudden Infant Death Syndrome (SIDS); i) hand washing; j) fire safety; k) water safety and l) prevention of HIV/AIDS and blood borne pathogens. It was determined based on a review of Employee records that three employees did not have evidence of orientation. Additionally, two employees orientation forms were not complete.

POI (Plan of Improvement)

The center will develop and provide orientation for all new staff prior to the staff's assignment to children or task that contains the required subjects.

Correction Deadline: 5/23/2017

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