



**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:** 7/18/2018    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 3:40 PM

**CCLC-21755**

**Heavenly Angels Christian Academy**

1104 Ridge Ave. Stone Mountain, GA 30083 DeKalb County  
 (770) 465-5528 subrinaangels@bellsouth.net

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166  
 Fax: (678) 891-5618  
 chrische.walker@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.
07/18/2018	Licensing Study	Good Standing	
02/09/2018	Monitoring Visit	Good Standing	
08/09/2017	Licensing Study	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
2nd Bldg	Room D/ Pre-K		0	0	C	20	C	28	C	Not In Use
2nd Bldg	Room E		0	0	C	5	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			25		Total Capacity @25 sq. ft.: 48					
Main	Back Right- C		0	0	C	5	C	NA	NA	Not In Use
Main	Front Left- A	Three Year Olds and Four Year Olds and Six Year Olds and Over	1	11	C	11	C	16	C	TV
Main	Front Right- B	Infants and Two Year Olds	1	6	C	7	C	NA	NA	TV
Total Capacity @35 sq. ft.:			23		Total Capacity @25 sq. ft.: 48					
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 48		Total Capacity @25 sq. ft.: 48					

Building	Playground	Playground Occupancy	Playground Compliance
Main	One	22	C

**Comments**

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on February 9, 2018. The consultant left an Emergency Preparedness Plan, Transportation Training, Health and Safety Orientation Chapter Rule, and the Mixed-Ages Chapter Rule resource for the provider.

Plan of Improvement: Developed This Date 07/18/2018

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)

Subrina Key-Harris, Program Official

Date

Chrische Walker, Consultant

Date



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**Findings Report**

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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**

591-1-1-.03(14) - The consultant discussed with the director the use of entertainment media, such as television, videotaped programs or movies for classroom A and classroom B.

**Correction Deadline: 7/18/2018**

**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)** **N/A**

**Comment**

Center does not provide swimming activities.

<b>Children's Records</b>
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**Records Reviewed: 5** **Records with Missing/Incomplete Components: 4**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(a)-Work Number Missing

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

**Not Met**

**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 parent's work information was missing on four children's enrollment forms. It was further determined that a physician's contact information was missing on two children's files.

**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.

**Correction Deadline: 7/18/2018**

	<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**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**

**Technical Assistance**

591-1-1-.26 - The consultant discussed the exposed black material under the mulch on the main playground. The consultant discussed with the director to cut the black material for the children's safety. The consultant also discussed the wear and tear of the grey equipment on the fence located on the playground that is used for wrapping equipment around.

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on a the consultant's observation that one fence panel located on the back playground was observed to be broken on the top, presenting a potential hazard for the children. It was further determined that one fence panel located on the front right side of the playground was observed to be broken on the bottom, exposing a potential entrapment hazard for the children.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 8/31/2018**

**Food Service**

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

**Comment**

Please ensure that bottles are fully labeled with child's full name.

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

**Comment**

The consultant discussed placing thermometers in all freezers and refrigerators that stores the children's food.

**Correction Deadline: 7/18/2018**

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

The director stated that there is no medication on site on this date and that there no medication being administered on this date.

**Policies and Procedures**

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

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that a fire drill was not conducted and documented for the months of May and June in the year 2018.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 7/23/2018**

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

**Met**

**Comment**

Observed all required posted notices. The consultant encouraged the provider to ensure the required posted information for the parents are visible.

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

**Met**

**Comment**

Discussed the new online reporting requirements.

**Safety**

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

**N/A**

**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.

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

**N/A**

**Comment**

Center does not participate in field trips at this time.

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

**N/A**

**Comment**

Center does not provide routine transportation. The center has not used the vehicle with tag number PRE2323 in two years.

**Correction Deadline: 2/9/2018**

**Corrected on 7/18/2018**

**.36(3)(a-b) - The previous citation has been corrected on this date. The director stated that the center no longer participates in transportation for two years. The director participated in a webinar and completed a course.**

**Comment**

The consultant discussed the required transportation training for the Director and for each person responsible for or who participates in the transportation of children, if the vehicle is in use.

**Correction Deadline: 7/28/2018**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

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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-.14 First Aid & CPR****Not Met****Comment**

Complete first aid kits observed in center.

**Comment**

Please be mindful of training expiration dates.

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that one employee hired on December 6, 2017, did not have current evidence of certification in first aid and in CPR within 90 days of their hire date.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 8/17/2018**

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

Discussed staff training. Please obtain required documentation.

**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 that the director and one employee hired on March 30, 2007 and June 28, 2016, did not complete the Health and Safety orientation training by December 29, 2016. It was further determined that one employee hired on December 6, 2017, did not complete health and safety orientation training within the first 90 days of employment.

**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: 8/17/2018****Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

**Comment**

The consultant discussed with the provider that any person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. The consultant also discussed keeping the director's nutrition hours on file.

**Correction Deadline: 8/17/2018**

**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 director did not complete the required ten hours of training for the 2017 calendar year.

**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: 12/31/2018**

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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**

Discussed combining children of mixed ages.

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

**Met**

**Comment**

Adequate supervision observed on this date.