



**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:** 8/9/2017      **VisitType:** Licensing Study      **Arrival:** 10:55 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**

Ashli Conners

Phone: (770) 405-7960

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ashli.conners@dec.al.ga.gov

**Mailing Address**

Same

<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.  <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.
08/09/2017	Licensing Study	Good Standing	
05/19/2017	Monitoring Visit	Good Standing	
09/26/2016	Complaint Closure	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
2nd Bldg	Room D/ Pre-K		0	0	C	20	C	28	C	
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	Infants	1	3	C	5	C	NA	NA	Snack,Nap
Main	Front Left- A	Three Year Olds and Four Year Olds	1	5	C	11	C	16	C	Lunch
Main	Front Right- B	One Year Olds and Two Year Olds	1	6	C	7	C	NA	NA	Music
Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 48							
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 48				

Building	Playground	Playground Occupancy	Playground Compliance
Main	One	22	C

**Comments**

Plan of Improvement: Developed This Date 08/09/2017

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](http://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](mailto: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)

Subrina Key-Harris, Program Official

Date

, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on Consultant's observation that the current lesson plans were not posted to reflect appropriate instruction practices and activities to support children's development in classroom A, classroom B, and classroom C.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 8/9/2017**

**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

**Records Reviewed: 5**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 2 Not Met  
"Missing/Incomplete Components"  
.08(c)-Address of Release Person Missing

Child # 4 Not Met  
"Missing/Incomplete Components"  
.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(c)-Name of Release Person Missing

Child # 5 Not Met  
"Missing/Incomplete Components"  
.08(a)-(f)-Parent Names, Work Numbers

**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 Consultant's review of records that the files were incomplete in that one of five children were missing parent work telephone number, two of five children were missing identifying information, and two of five children were missing the address of release person.

**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: 8/9/2017**

**Evening Care**

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

**Met**

**Comment**

No evening care observed on this date. Director stated Center does not offer evening care at this time.

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**591-1-1-.19 License Capacity(CR)**

**Met**

**Correction Deadline: 5/19/2017**

Corrected on 8/9/2017

Consultant observed previous citation to be corrected in that consultant saw that the licensed capacity was met in Classroom A.

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

**Comment**

No hazards observed accessible to children on this date.

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

Correction Deadline: 6/2/2017

Corrected on 8/9/2017

Consultant observed previous citation to be corrected in that consultant saw no missing, broken, and cracked wooden boards on the playground.

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**Health and Hygiene**

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

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Comment**

Staff stated proper knowledge of hand washing procedures.

Correction Deadline: 8/9/2017

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

**Comment**

Center does not administer medication at this time. Discussed proper medication documentation and procedures for when medication is administered.

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**Policies and Procedures**

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

**Finding**

591-1-1-.21(2) requires the Center to have written documentation signed by the Parents in each child's file that the Director or designee has: provided to the Parent(s) a copy of the Center's policies and procedures required by this rule; advised the Parent(s) of the safe sleep practices followed by the Center; advised the Parent(s) of the child's progress, issues relating to the child's care and individual practices concerning the child's special needs; and encouraged participation by Parent(s) in Center activities. It was determined based on Consultant's review of records that the signed Safe Sleep Practices Policy were missing for two of five child records.

**POI (Plan of Improvement)**

The Center will complete each of these actions as part of the enrollment process and will train anyone designated to enroll children to follow these procedures.

Correction Deadline: 8/14/2017

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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**

Staff stated proper knowledge of discipline procedures.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Based on a review of records an Annual Safety Check was completed for vehicle PRE3232 on August 7,2017.

**Technical Assistance**

Discussed Transportation Agreement, School Transportation Form, and Vehicle Emergency Medical Information documentation.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping positions.

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**Staff Records**

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

**Comment**

Criminal Records Check were observed to be complete.

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

**Comment**

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

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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 Consultant's review of records that three of six employees did not complete the required Health and Safety 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: 9/8/2017**

**Technical Assistance**

Discussed required training for all staff.

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

**Comment**

Lead staff education requirements discussed.

## 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.

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

Met

#### Comment

Adequate supervision observed on this date.