



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: 8/30/2017 **VisitType:** Monitoring Visit **Arrival:** 3:40 PM **Departure:** 6:10 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

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@dec.al.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.
08/30/2017	Monitoring Visit	Support	
05/23/2017	Licensing Study	Good Standing	
12/07/2016	Monitoring Visit	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	Six Year Olds and Over	1	9	C	129	C	NA	NA	Homework,Music
Main Building	Rm. B 28 (5 yrs - 7yrs)		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.: 148			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 9			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

One day letter left.
 POI Letter left.

Plan of Improvement: Developed This Date 08/30/2017

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

Stephen Knighton, Consultant

Date



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Findings Report

Date: 8/30/2017 **VisitType:** Monitoring Visit

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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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing,.08(g)-Immunization

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing,.08(g)-Immunization

Finding

Previously Cited: 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.

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of records that two enrolled children did not have emergency parental authorization as required.

POI (Plan of Improvement)

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

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 9/4/2017

Recited on 8/30/2017

Correction Deadline: 5/23/2017

Corrected on 8/30/2017

.08(a)-(f) - Consultant observed previous citation to be corrected in that all children's records reviewed obtained all required information.

Facility

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

Met

Comment

Capacity limitations of met.

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

Met

Comment

Observation-No Hazards Accessible

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

Met

Comment

Observation-Clean/Good Repair

Health and Hygiene

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

Met

Comment

No diapered children enrolled.

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

Observed-Staff Remind Children Wash Hand

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

Discussed-Documentation/Procedures

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****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: 8/31/2017**Recited on 8/30/2017**

Safety

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

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)**Not Met****Finding**

Previously Cited: 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.

591-1-1-.13(2) requires Center Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined based on a review of records that evidence of parental authorization was not obtained for a field trip taken during the summer break.

POI (Plan of Improvement)

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

Center Staff will have and use a system to obtain written field trip permission in advance and ensure the permission is signed and dated by the responsible person.

Correction Deadline: 9/1/2017

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

Met

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Met

Comment

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

Staff Records

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 two Employees hired during the month of August did not have evidence of a satisfactory records check determination before the individuals were 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: 9/1/2017

Recited on 8/30/2017

Correction Deadline: 5/23/2017

Corrected on 8/30/2017

.09(1)(i) - All employees with a Satisfactory Records Check Determination have an acceptable date of hire for their portability deadline.

591-1-1-.33 Staff Training

Not Met

Finding

Previously Cited: 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.

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of records that three staff members did not have evidence of employee orientation being conducted.

POI (Plan of Improvement)

Previously Cited: 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.

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 9/4/2017

Recited on 8/30/2017

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

Lead staff education requirements met.

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision(CR)	Met
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Comment

Observed-Adequate Supervision