



**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:** 11/4/2019    **VisitType:** POI Follow Up    **Arrival:** 9:45 AM    **Departure:** 12:00 PM

**CCLC-50716**

**A Step Above Learning Center-Union City**

5085 Union Street Union City, GA 30291 Fulton County  
(678) 489-2538 astepabove2017@gmail.com

**Regional Consultant**

Princess Walton  
Phone: (770) 357-7030  
Fax: (770) 357-7029  
princess.walton@decal.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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|-----------------------------------|---------------|--|
| 11/04/2019                         | POI Follow Up                     | Support       |  |
| 10/09/2019                         | Complaint Closure                 | Good Standing |  |
| 08/29/2019                         | Complaint Investigation Follow Up | Support       |  |

**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-1L-Infants & 1's | Infants and One Year Olds                           | 1                              | 6        | C    | 14                            | C            | NA   | NA           | Free Play,Nap |
| Main                           | B-2L-3's & Up      |   | 0                              | 0        | C    | 15                            | C            | NA   | NA           |               |
| Main                           | C-2R-1's           |   | 0                              | 0        | C    | 20                            | C            | NA   | NA           |               |
| Main                           | D-1R 1's & 2's     | One Year Olds and Two Year Olds and Three Year Olds | 1                              | 18       | C    | 15                            | NC           | NA   | NA           | Centers       |
| Total Capacity @35 sq. ft.: 60 |                    |   |                                |          |      | Total Capacity @25 sq. ft.: 0 |              | Building capacity limited by Fire Marshall Limitations |              |               |
| Total # Children this Date: 24 |                    |   | Total Capacity @35 sq. ft.: 60 |          |      | Total Capacity @25 sq. ft.: 0 |              |  |              |               |

| Building | Playground          | Playground Occupancy | Playground Compliance |
|----------|---------------------|----------------------|-----------------------|
| Main     | PG A-Infant/Toddler | 6                    | C                     |
| Main     | PG All Ages         | 53                   | C                     |

**Comments**

The purpose of this visit is to conduct a plan of improvement follow-up to previous visit. Consultant discussed with the Ratio,supervision and criminal background checks. Consultant also discussed providing TA with the provider.

Plan of Improvement: To Be Submitted 11/15/2019

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).



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Tia Hardy, Program Official

Date

Princess Walton, Consultant

Date



**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

**Findings Report**

**Date:** 11/4/2019    **VisitType:** POI Follow Up    **Arrival:** 9:45 AM    **Departure:** 12:00 PM

**CCLC-50716**

**A Step Above Learning Center-Union City**  
 5085 Union Street Union City, GA 30291 Fulton County  
 (678) 489-2538 astepabove2017@gmail.com

**Regional Consultant**

Princess Walton  
 Phone: (770) 357-7030  
 Fax: (770) 357-7029  
 princess.walton@decal.ga.gov

**Mailing Address**  
 Same

**The following information is associated with a POI Follow Up:**

|  |                 |
|--|-----------------|
|  | <b>Facility</b> |
|--|-----------------|

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

**Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on consultant observation that the 1st right classroom was observed to have 18 children in a classroom licensed for 15 children.

.....

.....

.....

.....

.....

.....

**Correction Deadline: 11/4/2019**

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant observation that the 1st classroom was observed to have a staff purse on a lower shelf and Clorox wipes accessible to children. It was further observed that the 1st left classroom had a broom and dust pan accessible to children.

.....

.....

.....

.....

.....

.....

Correction Deadline: 11/4/2019

**Staff Records**

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 2**

Staff # 3 Not Met

Date of Hire: 09/13/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 6 Not Met

Date of Hire: 09/13/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

---

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Correction Deadline: 8/29/2019**

**Corrected on 11/4/2019**

**.09(1)(a) - Previous citation was corrected. Consultant discussed criminal background checks with provider.**

**Correction Deadline: 8/29/2019**

**Corrected on 11/4/2019**

**.09(1)(c) - Previous citation was corrected. Consultant discussed criminal background checks with the provider.**

---

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

**Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on consultant review of staff files that two staff did not have the required employee orientation form.

.....  
.....  
.....  
.....  
.....  
.....

**Correction Deadline: 11/4/2019**

.....  
.....  
.....  
.....  
.....  
.....

Correction Deadline: 9/3/2019

Corrected on 11/4/2019

.33(3) - Previous citation was corrected.

**Staffing and Supervision**

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

**Not Met**

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on consultant observation that the 1st right classroom was observed to have one and two-year-old children with a ratio of 1:18 the required ratio should be 2:18.

.....  
.....  
.....  
.....  
.....  
.....

**Correction Deadline: 11/4/2019**

.....  
.....  
.....  
.....  
.....  
.....

**Correction Deadline: 10/8/2019**

Corrected on 11/4/2019

.32(4) - Previous citation was corrected. Consultant discussed mixed aged children with the director.

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

**Correction Deadline: 8/29/2019**

Corrected on 11/4/2019

.32(7) - Previous citation was corrected. Consultant discussed supervision plan with the director.