



**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:** 12/5/2018 **VisitType:** Technical Assistance **Arrival:** 1:30 PM **Departure:** 3:15 PM

**CCLC-33726**

**The Highlander School**

1212 McPherson Ave. Atlanta, GA 30316 DeKalb County  
 (404) 221-2420 rukiamoniquerothers@gmail.com

**Regional Consultant**

Mari M. Springs

Phone: (706) 434-7652

Fax: (706) 434-7651

mari.springs@dec.al.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.  <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.
09/05/2018	Licensing Study	Support	
04/17/2018	Licensing Study	Good Standing	
09/28/2017	Monitoring Visit	Good Standing	

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A1- 1st right		0	0		8	C	NA	NA	
Main	A2 - 1R - Napping		0	0		5	C	NA	NA	
Main	B - 2nd right		0	0		18	C	NA	NA	
Main	C - 1st Left		0	0		14	C	NA	NA	
Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0			Building capacity limited by Fire Marshall Limitations				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 170			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Deck Play Area	3	C
Main	Playground	83	C

**Comments**

One new hire's background check was observed on this date.

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.

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#### 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.

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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)

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Rukia Rogers, Program Official

Date

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Mari M. Springs, Consultant

Date

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**Staff Records**

**Rule:** 591-1-1-.09(1)(g)Valid Evidence of satisfactory Comprehensive Records Check Determination

**Plan of Improvement:** The center will ensure that each staff person has obtained satisfactory background check prior to working in the center during operating hours and when children are present to provide children with a safe environment on a daily basis.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Assistant director will require each potential employee to complete the livescan fingerprint process, application process and obtain a satisfactory letter prior to being present and working while children are in care at the center.	Assistant director	12/05/2018	Developed			

**Rule:** 591-1-1-.09(1)(h)Out of State Document Request

**Plan of Improvement:** The center will ensure that each staff person that has lived out of state within the past five (5) years obtained all required out of state documents for the department to provide children with a safe environment on daily basis.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Assistant director will work with employees who have lived out of state within the past five (5) years on getting their required documents from each staff.	Assistant director	12/05/2018	Developed			

**Rule:** 591-1-1-.33(7)Staff training-documentation

**Plan of Improvement:** The center will ensure that each staff person has received orientation training and documented prior to working with children at the center to provide a healthy and safe environment on a daily basis.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Assistant director will review all necessary orientation requirements with each staff person and obtain a signed/dated orientation form for each staff person's record.	Assistant director	12/05/2018	Developed			