



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: 9/25/2020 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:40 AM

CCLC-1008

Highlands School

9405 Nesbit Ferry Road Alpharetta, GA 30022 Fulton County
 (770) 594-1006 florence.highlands@aol.com

Regional Consultant

LaToya Longshore

Phone: (470) 542-7388

Fax:

latoya.longshore@dec.al.ga.gov

Mailing Address

Same

Quality Rated:

| 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. |
|------------------------------------|---|---------------|--|
| 09/25/2020 | Licensing Study | Good Standing | |
| 09/25/2019 | Complaint Closure | Good Standing | |
| 09/25/2019 | Complaint Investigation & Licensing Study | 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 |
|---------------------------------|---------|------------------------|---------------------------------|----------|------|---------------------------------|--------------|------------|--------------|---------------|
| Building 1 | 1L | | 0 | 0 | C | 13 | C | NA | NA | |
| Building 1 | 1L Rear | | 0 | 0 | C | 13 | C | NA | NA | |
| Building 1 | 2L | Three Year Olds | 1 | 5 | C | 26 | C | NA | NA | Centers |
| Building 1 | 3L | Six Year Olds and Over | 1 | 4 | C | 27 | C | NA | NA | Homework |
| Total Capacity @35 sq. ft.: 79 | | | Total Capacity @25 sq. ft.: 206 | | | | | | | |
| Building 2 | Down L | PreK | 2 | 18 | C | 32 | C | 45 | C | Snack,Centers |
| Building 2 | Down R | Six Year Olds and Over | 2 | 6 | C | 32 | C | 44 | C | Homework |
| Building 2 | Up L | PreK | 2 | 20 | C | 32 | C | 45 | C | Centers |
| Building 2 | Up R | | 0 | 0 | C | 31 | C | 43 | C | |
| Total Capacity @35 sq. ft.: 127 | | | Total Capacity @25 sq. ft.: 206 | | | | | | | |
| Total # Children this Date: 53 | | | Total Capacity @35 sq. ft.: 206 | | | Total Capacity @25 sq. ft.: 206 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|------------|---------------------|----------------------|-----------------------|
| Building 1 | Playground A- Front | 4 | C |


| | | | |
|------------|---------------------|----|---|
| Building 1 | Playground B | 13 | C |
| Building 1 | Playground C | 34 | C |
| Building 1 | Playground D - Back | 74 | C |

Comments

An Administrative Review was conducted on September 25, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on September 25, 2020 with the Highlands School. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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.dec.state.ga.us/CCS/Regulations.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@dec.state.ga.us.

- 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.state.ga.us/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.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Florence Ogbeide Adediran, Program Official

Date

LaToya Longshore, Consultant

Date



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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-.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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through, there was no pool observed on the property.

Facility

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

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Technical Assistance

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

Health and Hygiene

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Please ensure lids remain on trash containing organic waste.

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

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises to this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the Director there was no routine field trips provided to this date.

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

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

Sleeping & Resting Equipment

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

During the virtual walk through, consultant discussed SIDS and infant safe sleeping position to this date.

Staff Records

Records Reviewed: 13**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 07/31/2020

Staff # 2

Met

Staff # 3

Met

Date of Hire: 10/15/2018

Staff # 4

Met

Records Reviewed: 13

Records with Missing/Incomplete Components: 0

Date of Hire: 08/01/2019

Staff # 5 Met

Date of Hire: 07/30/2020

Staff # 6 Met

Date of Hire: 01/25/2018

Staff # 7 Met

Date of Hire: 10/28/2019

Staff # 8 Met

Staff # 9 Met

Date of Hire: 07/22/2002

Staff # 10 Met

Date of Hire: 03/15/2004

Staff # 11 Met

Date of Hire: 08/01/2003

Staff # 12 Met

Date of Hire: 08/23/2011

Staff # 13 Met

Date of Hire: 07/23/2020

Staff Credentials Reviewed: 1

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

Comment

Criminal record checks were observed to be complete.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

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

Comment

Adequate supervision observed on this date.