



**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:** 10/31/2017 **VisitType:** Licensing Study

**Arrival:** 9:40 AM

**Departure:** 2:35 PM

**CCLC-1008**

**Highlands School**

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

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.gov

**Mailing Address**

Same

<b>Compliance Zone Designation</b>		
10/31/2017	Licensing Study	Good Standing
03/15/2017	Monitoring Visit	Good Standing
10/11/2016	Licensing Study	Good Standing

**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.

**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	Not In Use
Building 1	1L Rear	Two Year Olds	1	3	C	13	C	NA	NA	Art
Building 1	2L	Three Year Olds and Four Year Olds	1	3	C	26	C	NA	NA	Circle Time
Building 1	3L		0	0	C	27	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 79						Total Capacity @25 sq. ft.: 206				
Building 2	Down L	PreK	2	17	C	32	C	45	C	Story
Building 2	Down R	PreK	2	17	C	32	C	44	C	Centers
Building 2	Up L		0	0	C	32	C	45	C	Not In Use
Building 2	Up R	PreK	2	18	C	31	C	43	C	Circle Time
Total Capacity @35 sq. ft.: 127						Total Capacity @25 sq. ft.: 206				
Total # Children this Date: 58			Total Capacity @35 sq. ft.: 206			Total Capacity @25 sq. ft.: 206				


Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from March 2017.

Plan of Improvement: Developed 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).



**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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 Raises the Bar in Child Care  
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 Email: [QualityRated@dec.al.ga.gov](mailto:QualityRated@dec.al.ga.gov) or Call: 855-800-7747

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.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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)

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Florence Ogbeide Adediran, Program Official

Date

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LaQuita Clark, Consultant

Date



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### Findings Report

**Date:** 10/31/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Met****Comment**

A variety of developmentally appropriate activities were observed. Current lesson plans were observed to be available.

**Correction Deadline: 10/31/2017**

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**591-1-1-.12 Equipment & Toys(CR)****Met****Comment**

Observed-Variety Throughout Center. Equipment and furniture were observed to be appropriately secured.

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

No Swimming Activities Provided

<b>Children's Records</b>
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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Observed-Records Complete/Well Organized

**Facility**

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

Licensed Capacity Routinely Met

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

Observation-No Hazards Accessible

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

Observation-Clean/Good Repair. Please refluff and redistribute surface as necessary.

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Menu Meets USDA Guidelines

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen Appears Clean/Well Organized

**Health and Hygiene**

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

The program does not currently have diapered children enrolled.

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

Observed-Staff Remind Children Wash Hand

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

The director stated that medication is not administered at this time.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Complete documentation of emergency drills were observed on file. Consultant discussed with the director to add lock down drills every six months into the emergency plan.

**Correction Deadline: 11/5/2017****Safety**

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

**Comment**

Observed-Discussion/Redirection

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

**Comment**

Observed-Complete Documentation

**591-1-1-.36 Transportation(CR)** **Not Met**

**Technical Assistance**

591-1-1-.36 - Consultant discussed with the director obtaining transportation agreement information for all children being transported. Consultant also discussed with the director restraint procedures for the van and multifunction vehicles; vehicle fact sheets were provided on this date.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined, based on review of transportation documentation, that current transportation training was not observed on file for the director and seven staff participating in transportation of children.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 11/10/2017**

**Sleeping & Resting Equipment**

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

**Comment**

Safety approved cots were observed. The center does not currently have infants enrolled.

**Staff Records**

**Records Reviewed: 11**

**Records with Missing/Incomplete Components: 9**

Staff # 1 Not Met

Date of Hire: 04/10/2006

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 2 Not Met

Date of Hire: 08/21/2017

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 3 Met

Date of Hire: 08/09/2006

**Records Reviewed: 11**

**Records with Missing/Incomplete Components: 9**

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Staff # 4 Met  
Date of Hire: 08/24/2010

Staff # 5 Not Met  
Date of Hire: 08/05/2017

"Missing/Incomplete Components"  
.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 6 Not Met  
Date of Hire: 06/30/2003

"Missing/Incomplete Components"  
.14(2)-CPR missing,.14(2)-First Aid Missing,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 7 Not Met  
"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 8 Not Met  
Date of Hire: 08/08/2006

"Missing/Incomplete Components"  
.14(2)-CPR missing,.14(2)-First Aid Missing,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 9 Not Met  
Date of Hire: 08/09/2010

"Missing/Incomplete Components"  
.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 10 Not Met  
Date of Hire: 11/07/2013

"Missing/Incomplete Components"  
.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 11 Not Met  
Date of Hire: 08/01/2012

"Missing/Incomplete Components"  
.36(3)(a-b)-2 hrs. Transportation Training missing

**Staff Credentials Reviewed: 11**

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

**Met**

**Comment**

Criminal Records Checks were observed to be complete. The director provided two files for staff hired since the previous visit.

Consultant discussed with the director to have all staff complete the authorization for the comprehensive background checks as soon as possible. All staff will need comprehensive background checks on file by October 1, 2018.

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

**Not Met**

**Comment**

Observed-Center/Vehicle Kits Complete

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined, based on review of files, that the director and three staff did not have current documentation of CPR and first aid on file.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 11/30/2017**

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**591-1-1-.33 Staff Training**

**Met**

**Comment**

Annual documentation of training for 2016 was observed on file. Consultant discussed with the director that new staff have 90 days from their date of hire to obtain the health and safety orientation training.

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

**Met**

**Comment**

Staff were observed to comply with applicable regulations on this date.

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**Staffing and Supervision**

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision