



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: 4/5/2018 **VisitType:** Monitoring Visit **Arrival:** 1:00 PM **Departure:** 3:00 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@decal.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.
04/05/2018	Monitoring Visit	Good Standing	
10/31/2017	Licensing Study	Good Standing	
03/15/2017	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
Building 1	1L		0	0	C	13	C	NA	NA	Not In Use
Building 1	1L Rear		0	0	C	13	C	NA	NA	Not In Use
Building 1	2L	Three Year Olds	1	3	C	26	C	NA	NA	Nap
Building 1	3L	Five Year Olds	1	2	C	27	C	NA	NA	TV
Total Capacity @35 sq. ft.: 79					Total Capacity @25 sq. ft.: 206					
Building 2	Down L		0	0	C	32	C	45	C	
Building 2	Down R		0	0	C	32	C	44	C	
Building 2	Up L		0	0	C	32	C	45	C	
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: 5			Total Capacity @35 sq. ft.: 206			Total Capacity @25 sq. ft.: 206				


Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of this visit was to conduct a monitoring visit and to follow up on the previous visit from October 2017.

Plan of Improvement: Developed This Date 04/05/2018

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.

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.



- 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)

Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Florence Ogbeide Adediran, Program Official _____ Date

LaQuita Clark, Consultant _____ Date



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Findings Report

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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

Equipment and furniture observed to be appropriately secured.

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

Comment

Center does not provide swimming activities.

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

No hazards observed accessible to children on this date.

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

Technical Assistance

Playground observed following heavy rains. Discussed with the director to please ensure that mulch is replaced as needed. Playground mats should be flush with the mulch so that a tripping hazard is not present. Please replace outdoor carpet and storage door on infant playground.

Health and Hygiene

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

Comment

No diapered children enrolled. Diapering rules were not evaluated on this date.

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

Staff stated appropriate hand washing.

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

The director stated that medication is not stored or administered.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Technical Assistance****Technical Assistance**

591-1-1-.36 - Discussed with the director to please ensure that high back boosters are placed in the vehicle where a shoulder/chest strap is available.

Comment

Complete documentation of transportation and transportation training observed. Vehicles were observed to be in good repair with operable fire extinguishers.

Correction Deadline: 11/10/2017**Corrected on 4/5/2018****.36(3)(a-b) - Previous citation has been corrected in that complete documentation of transportation training was observed on file.****Sleeping & Resting Equipment**

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

The center does not have infants enrolled at this time. Safe sleep rules were not evaluated.

Staff Records**Records Reviewed: 10****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 04/10/2006

Staff # 2

Met

Date of Hire: 08/21/2017

Staff # 3

Met

Date of Hire: 08/09/2006

Staff # 4

Met

Date of Hire: 08/24/2010

Staff # 5

Met

Date of Hire: 08/05/2017

Records Reviewed: 10

Records with Missing/Incomplete Components: 0

Staff # 6 Date of Hire: 06/30/2003	Met
Staff # 7 Date of Hire: 08/08/2006	Met
Staff # 8 Date of Hire: 08/09/2010	Met
Staff # 9 Date of Hire: 11/07/2013	Met
Staff # 10 Date of Hire: 08/01/2012	Met

Staff Credentials Reviewed: 10

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

Comment

Criminal records checks were observed to be complete. Comprehensive background checks were observed on file for all staff. The center has not had any new hires since the last visit.

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

Correction Deadline: 11/30/2017

Corrected on 4/5/2018

.14(2) - Previous citation has been corrected in that all staff were observed to have first aid and CPR on file.

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

Comment

Staff were observed to follow applicable rules and regulations.

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.