



**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:** 4/9/2019    **VisitType:** Monitoring Visit    **Arrival:** 8:30 AM    **Departure:** 10:45 AM

**CCLC-1008**

**Highlands School**

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

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:**

<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.
04/09/2019	Monitoring Visit	Good Standing	
09/26/2018	Licensing Study	Good Standing	
04/05/2018	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	Infants	1	2	C	13	C	NA	NA	Free Play
Building 1	1L Rear		0	0	C	13	C	NA	NA	Not In Use
Building 1	2L	Three Year Olds	1	6	C	26	C	NA	NA	Art
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	19	C	32	C	45	C	Circle Time
Building 2	Down R	PreK	2	19	C	32	C	44	C	Centers
Building 2	Up L	PreK	2	20	C	32	C	45	C	Outside
Building 2	Up R		0	0	C	31	C	43	C	Not In Use
Total Capacity @35 sq. ft.: 127					Total Capacity @25 sq. ft.: 206					
Total # Children this Date: 66			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 monitoring visit and to follow up to the previous visit conducted on September 26, 2018.

Consultant discussed the new CBC requirements on this date.

Consultant observed 2019 License posted on this date.

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.

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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@dec.state.ga.us](mailto: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.

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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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Florence Ogbeide Adediran, Program Official

Date

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Shannon Curtis, Consultant

Date



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### Findings Report

**Date:** 4/9/2019    **VisitType:** Monitoring Visit    **Arrival:** 8:30 AM    **Departure:** 10:45 AM

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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**

A variety of equipment and toys were observed throughout the center.

**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)** **Met**

**Comment**

Discussed maintenance of window screens on upper playground area on this date.

### Health and Hygiene

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

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Field trip documentation observed to be complete for October 9, 2018 to Norcross Presbyterian Church and November 29, 2018 to Great Harvest Bread Company on this date.

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

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date as of August 2, 2018.

**Comment**

Complete documentation of transportation observed.

**Comment**

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

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**Sleeping & Resting Equipment**

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

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 12**

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

Staff # 1 Met

Date of Hire: 08/21/2017

Staff # 2 Met

Date of Hire: 08/09/2006

Staff # 3 Met

Date of Hire: 01/15/2018

Staff # 4 Met

Date of Hire: 08/24/2010

**Records Reviewed: 12**

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

Staff # 5 Date of Hire: 08/05/2017	Met
Staff # 6 Date of Hire: 06/30/2003	Met
Staff # 7 Date of Hire: 07/19/2018	Met
Staff # 8 Date of Hire: 08/06/2018	Met
Staff # 9 Date of Hire: 08/08/2006	Met
Staff # 10 Date of Hire: 10/15/2018	Met
Staff # 11 Date of Hire: 08/01/2012	Met
Staff # 12 Date of Hire: 01/14/2019	Met

**Staff Credentials Reviewed: 12**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three files for employees hired since last visit on September 26, 2018 on this date.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.