



**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:** 2/8/2021    **VisitType:** Licensing Study    **Arrival:** 3:30 PM    **Departure:** 5:00 PM

**CCLC-11594**

**Harper Creative Learning Center**

142 Banks Road Barnesville, GA 30204 Lamar County  
 (770) 358-3671 harperclc@yahoo.com

**Mailing Address**

142 Banks Rd.  
 Barnesville, GA 30204

**Regional Consultant**

Brandi Mangino

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brandi.mangino@dec.al.ga.gov

**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.
02/08/2021	Licensing Study	Good Standing	
07/28/2020	Monitoring Visit	Good Standing	
03/11/2020	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
Main	Front Left	One Year Olds and Two Year Olds	1	7	C	7	C	NA	NA	Circle Time
Main	Large Back		0	0	C	20	C	28	C	
Main	Right Main (Entrance)	Three Year Olds and Four Year Olds	1	11	C	16	C	22	C	Story
Main	Small Back	Infants	1	5	C	11	C	NA	NA	Floor Play, Transitioning, Nap
Total Capacity @35 sq. ft.: 54			Total Capacity @25 sq. ft.: 68							
Total # Children this Date: 23			Total Capacity @35 sq. ft.: 54				Total Capacity @25 sq. ft.: 68			

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd-Main	70	C

**Comments**

An Administrative Review was conducted on February 8, 2021. Staff files, children records, training and criminal record checks were all reviewed. A virtual visit was conducted on February 9, 2020 with the center Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued August 15, 2020 was discussed.

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/RuleAndRegulations.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.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](mailto:qualityrated@dec.state.ga.us)

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Yashanda Walker, Program Official

Date

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Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 2/8/2021 **VisitType:** Licensing Study **Arrival:** 3:30 PM **Departure:** 5:00 PM

**CCLC-11594**

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

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

Discussed age appropriate activities and lesson plans.

**Correction Deadline: 2/8/2021**

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

**Technical Assistance**

**Technical Assistance**

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

Cleaning and disinfecting of toys and equipment discussed.

**Correction Deadline: 2/8/2021**

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

**Not Evaluated**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 6**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing

Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing	

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records the following information was missing from enrollment applications:

- six of six were missing the emergency contact relationship to the parents
- one of six was missing the physicians name and phone number
- three of six were missing the parents work number
- two of six were missing the the name and identifying information for the father.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 2/8/2021****Facility****591-1-1-.06 Bathrooms****Technical Assistance**

**Technical Assistance**

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

Discussed cleaning and disinfecting of restrooms.

**Correction Deadline: 3/10/2021**

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**591-1-1-.19 License Capacity(CR)****Technical Assistance****Technical Assistance**

A virtual visit was conducted due to the COVID-19 This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Discussed center licensing capacity.

**Correction Deadline: 2/8/2021**

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Technical Assistance****Technical Assistance**

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

Discussed keeping hazards inaccessible to children in care.

**Correction Deadline: 3/10/2021**

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**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 fully evaluated and will be reviewed the next regulatory visit.

Discussed playground hazards. Playgrounds observed during virtual walk through.

**Correction Deadline: 2/8/2021**

**Correction Deadline: 3/18/2020**

**Corrected on 2/8/2021**

**.26(6) - Citation corrected.**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 2/8/2021**

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**591-1-1-.18 Kitchen Operations****Technical Assistance****Technical Assistance**

Cleaning of kitchen surfaces and storing of food and cleaning supplies was discussed. Kitchen observed during the virtual walk through.

**Correction Deadline: 2/8/2021**

**Correction Deadline: 10/8/2019**

**Corrected on 2/8/2021**

**.18(6) - Citation corrected as the center uses plastic/paper products.**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

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

Diapering requirements discussed.

**Correction Deadline: 2/8/2021**

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**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

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

Handwashing requirements discussed.

**Correction Deadline: 2/8/2021**

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**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

Discussed new required reporting requirements.

**Correction Deadline: 3/10/2021**

<b>Safety</b>
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**591-1-1-.05 Animals****Not Evaluated****Comment**

Center does not keep animals on premises.

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

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

Discipline was not directly observed during the virtual walk through. Regulations regarding discipline were discussed.

**Correction Deadline: 2/8/2021**

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**591-1-1-.13 Field Trips(CR)****Not Evaluated****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Not Evaluated****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

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

Safe sleep requirements, and cleaning and disinfecting of mats/cots and sheets were discussed. Mats/cots and cribs were observed during the virtual walk through.

**Correction Deadline: 2/18/2021****Correction Deadline: 3/18/2020****Corrected on 2/8/2021****.30(1)(a)2 - Citation corrected as the center obtained new mattresses.**

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**Staff Records**

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**Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

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Staff # 1 Met

Date of Hire: 06/01/1999

Staff # 2 Met

Date of Hire: 06/01/1999

Staff # 3 Met

Date of Hire: 09/01/2003

Staff # 4 Met

Date of Hire: 10/24/2018

Staff # 5 Met

Date of Hire: 01/25/2016



Staff # 6 Met  
Date of Hire: 02/01/2017

Staff # 7 Met  
Date of Hire: 03/27/2017

**Staff Credentials Reviewed: 3**

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

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

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

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training** Not Evaluated

**Comment**

Documentation observed of required staff training.

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

**Technical Assistance**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed. The center was in compliance with the Executive Order issued August 15, 2020.

**Correction Deadline: 2/8/2021**

**Staffing and Supervision**

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

**Technical Assistance**

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

Child:Staff ratio guidelines discussed.

**Correction Deadline: 2/8/2021**

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

**Technical Assistance**

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

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtime and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

**Correction Deadline: 2/8/2021**