



**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:** 8/26/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:50 AM    **Departure:** 5:10 PM

**CCLC-27330**

**Kid's Time Learning Academy**

567 Hamilton Holmes Dr. NW Atlanta, GA 30318 Fulton County  
 (404) 792-9933 dixonvd@bellsouth.net

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

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lajuana.williams@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.
08/26/2019	Complaint Closure	Good Standing	
08/26/2019	Complaint Investigation & Licensing Study	Good Standing	
07/03/2019	Incident Investigation Closure	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
I: Main	1L: A	Infants and One Year Olds	1	6	C	22	C	NA	NA	Nap, Floor Play
I: Main	1R: E-Front	PreK	2	21	C	23	C	NA	NA	Nap
I: Main	1R: F		0	0	C	12	C	NA	NA	Not In Use
I: Main	2L: B	Three Year Olds	1	11	C	20	C	NA	NA	Transitioning
I: Main	2R: D-Middle	Five Year Olds and Six Year Olds and Over	1	13	C	23	C	NA	NA	Transitioning, Snack
I: Main	3R: C-Rear		0	0	C	22	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 122			Total Capacity @25 sq. ft.: 0							
I: Main-Rear	2R: G		0	0	C	12	C	NA	NA	Not In Use
I: Main-Rear	3R: H	One Year Olds and Two Year Olds	1	8	C	12	C	NA	NA	Nap
I: Main-Rear	4R: I	Two Year Olds	1	8	C	17	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 41			Total Capacity @25 sq. ft.: 0							
II: Rear/Kit	J: Left		0	0	C	18	C	NA	NA	Not In Use
II: Rear/Kit	K: Right		0	0	C	15	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0							


Modular	L: Left		0	0	C	14	C	NA	NA	Not In Use
Modular	M: Right		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 34					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 67		Total Capacity @35 sq. ft.: 230			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: Developed This Date 08/26/2019

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](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.

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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Dana Dixon, Program Official

Date

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Lajuana Williams, Consultant

Date



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### Findings Report

**Date:** 8/26/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:50 AM **Departure:** 5:10 PM

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

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

**Not Met**

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that a blue lighter in weight low shelf was observed to not be secured in the infant classroom. The shelf was unstable and could potentially tip over.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 8/26/2019**

**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)**

**Not Evaluated**

**Comment**

Playground not observed on this date due to inclement weather.

## Health and Hygiene

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Staff were observed to remind children to wash hands.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

The Provider currently does not dispense/administer medication.

## Safety

### 591-1-1-.05 Animals

N/A

#### Comment

Center does not keep animals on premises.

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

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

### 591-1-1-.36 Transportation(CR)

Not Met

#### Comment

Complete documentation of transportation observed.

#### Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

#### 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 the observation of staff records that the training was not on file for the Director.

#### 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: 9/5/2019**

## Sleeping & Resting Equipment

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

Met

#### Comment

Discussed SIDS and infant sleeping position.

#### Comment

Pleasant naptime environment observed.

**Records Reviewed: 9**

**Records with Missing/Incomplete Components: 4**

Staff # 1 Not Met

Date of Hire: 09/08/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2 Met

Date of Hire: 02/08/2016

Staff # 3 Not Met

Date of Hire: 07/01/2011

"Missing/Incomplete Components"

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

Staff # 4 Met

Date of Hire: 11/01/2017

Staff # 5 Met

Date of Hire: 11/07/2018

Staff # 6 Met

Date of Hire: 09/12/2016

Staff # 7 Not Met

Date of Hire: 01/09/2004

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8 Met

Date of Hire: 07/13/2007

Staff # 9 Not Met

Date of Hire: 09/17/2002

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

**Staff Credentials Reviewed: 5**

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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 two] files for employees hired since last visit.

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**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the observation of staff records that three staff did not have orientation forms on file.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 8/31/2019**

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**591-1-1-.31 Staff(CR)****Not Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on the observation of staff records that two lead teachers did not meet the minimum academic requirements. There were no professional learning plans on file.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 8/26/2019**

<b>Staffing and Supervision</b>
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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.

**The following information is associated with a Complaint Investigation Visit:**

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Met****Correction Deadline: 7/5/2019**

**Corrected on 8/26/2019**  
**.03(9) - Previous cite corrected.**