



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: 3/26/2019 **VisitType:** Licensing Study **Arrival:** 8:15 AM **Departure:** 1:25 PM

CCLC-27608

Heritage Hills Early Learning Center

2987 Highway 212 SW Conyers, GA 30094 Rockdale County
 (770) 922-2027 lisadawkins2@hotmail.com

Regional Consultant

Ashley Cunningham

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Ashley.Cunningham@dec.al.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.
03/26/2019	Licensing Study	Good Standing	
11/14/2018	Monitoring Visit	Good Standing	
04/26/2018	Monitoring Visit	Good Standing	
			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
Main	A/P 115	Infants	1	4	C	10	C	NA	NA	Floor Play, Feeding
Main	B/ P113	One Year Olds	2	10	C	10	C	NA	NA	Free Play
Main	C/ P117	One Year Olds and Two Year Olds	2	7	C	14	C	NA	NA	Centers
Main	D/ P112	Two Year Olds	2	8	C	14	C	NA	NA	Art
Main	E/ P111	Three Year Olds and Four Year Olds	2	13	C	14	C	NA	NA	Centers
Main	F/ P 109	Three Year Olds	1	11	C	14	C	NA	NA	Centers
Main	P 107		0	0	C	15	C	NA	NA	Not In Use
Main	P102	Four Year Olds and Five Year Olds	1	10	C	19	C	NA	NA	Music
Main	P104		0	0	C	15	C	21	C	Not In Use
Main	P105		0	0	C	19	C	NA	NA	Not In Use
Main	Upstairs Kdg Rm 217	Five Year Olds and Six Year Olds and Over	1	8	C	14	C	NA	NA	Homework
			Total Capacity @35 sq. ft.: 158			Total Capacity @25 sq. ft.: 164				
Total # Children this Date: 71			Total Capacity @35 sq. ft.: 158			Total Capacity @25 sq. ft.: 164				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant Room	58	C
Main	S/A Playground	53	C

Comments

Plan of Improvement: Developed This Date 03/26/2019

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.al.ga.gov/CCS/RulesAndRegulations.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.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).

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

Lisa Dawkins, Program Official

Date

Ashley Cunningham, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

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

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities during the school year.

Comment

Swimming rules discussed.

Children's Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

591-1-1-.08 Children's Records

Technical Assistance

Comment

Records were observed to be complete and well organized.

Technical Assistance

591-1-1-.08(1) - Please ensure that all children enrollment records have completed work addresses and work telephone numbers for all parents.

Correction Deadline: 3/26/2019

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 Center appears clean and well maintained.	
Comment No hazards observed accessible to children on this date.	
Correction Deadline: 11/14/2018	
Corrected on 3/26/2019 .25(13) - Previous citation corrected.	
591-1-1-.26 Playgrounds(CR)	Not Met
Finding 591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the infant/toddler playground needed three inches of resilient surface beneath the equipment and the fall zone and the school age playground needed six inches of resilient surface beneath the equipment and the fall zone. The consultant observed zero to one inches.	
POI (Plan of Improvement) The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.	
Correction Deadline: 6/30/2019	
Health and Hygiene	
591-1-1-.10 Diapering Areas & Practices(CR)	Met
Comment Proper diapering procedures observed.	
Comment Staff state proper knowledge of diapering procedures.	
591-1-1-.17 Hygiene(CR)	Met
Comment Proper hand washing observed throughout the center.	
591-1-1-.20 Medications(CR)	Met
Comment Documentation for medication dispensing observed complete.	
Correction Deadline: 11/14/2018	
Corrected on 3/26/2019 .20(4) - Previous citation corrected.	
Safety	

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

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

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation provided at this time. Transportation is only provided during Summer Camp.

Comment

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

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 22**Records with Missing/Incomplete Components: 10**

Staff # 1

Not Met

Date of Hire: 11/09/2010

"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 01/07/2011

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3

Not Met

Date of Hire: 09/27/2013

"Missing/Incomplete Components"

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

Staff # 4

Met

Date of Hire: 10/31/2016

Staff # 5

Met

Date of Hire: 01/29/2018

Staff # 6

Not Met

Date of Hire: 05/04/2010

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(4)-1st Yr. Training - 10 hrs.

Staff # 7 Met
Date of Hire: 03/25/2008

Staff # 8 Not Met
Date of Hire: 10/29/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9 Not Met
Date of Hire: 07/31/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(3)-Health & Safety Certificate

Staff # 10 Met
Date of Hire: 09/11/2008

Staff # 11 Met
Date of Hire: 11/22/2009

Staff # 12 Met
Date of Hire: 05/09/2017

Staff # 13 Met
Date of Hire: 08/03/2008

Staff # 14 Met
Date of Hire: 10/09/2016

Staff # 15 Not Met
Date of Hire: 09/08/2008

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 16 Met
Date of Hire: 01/26/2018

Staff # 17 Not Met
Date of Hire: 07/30/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 18 Met

Records Reviewed: 22**Records with Missing/Incomplete Components: 10**

Date of Hire: 08/03/2016

Staff # 19

Met

Date of Hire: 08/03/2013

Staff # 20

Not Met

Date of Hire: 11/05/2012

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 21

Met

Date of Hire: 10/25/2011

Staff # 22

Not Met

Date of Hire: 10/02/2009

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 22

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

Criminal record checks were observed to be complete. Discussed persons with National based fingerprints with director.

Correction Deadline: 11/14/2018**Corrected on 3/26/2019****.09(1)(a) - Previous citation corrected.****Correction Deadline: 11/14/2018****Corrected on 3/26/2019****.09(1)(d) - Previous citation corrected.****591-1-1-.14 First Aid & CPR****Met****Comment**

Complete first aid kit observed in center.

Comment

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

591-1-1-.33 Staff Training**Not Met****Technical Assistance**

591-1-1-.33(1) - Please ensure that all staff have initial center orientation completed and on file.

Correction Deadline: 4/5/2019**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of staff files that some staff was missing evidence of completed health and safety training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 6/30/2019

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on review of staff files that two staff did not have evidence on completing first year training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 12/31/2019

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of staffs that the director and cook did not have evidence to show that four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage was completed.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 6/30/2019

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

Met

Technical Assistance

591-1-1-.31(2)(b)3.(iii) - Please ensure that the lead teacher's professional development plan in the file and available for inspection by Department staff upon request. The consultant left a copy of a professional development plan.

Correction Deadline: 3/26/2019

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.