



**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:** 11/14/2018 **VisitType:** Monitoring Visit

**Arrival:** 10:50 AM

**Departure:** 12:30 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**

Ashia Jackson

Phone: (770) 357-7070

Fax: (770) 357-7069

ashia.jackson@dec.al.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.
11/14/2018	Monitoring Visit	Good Standing	
04/26/2018	Monitoring Visit	Good Standing	
11/01/2017	Licensing Study	Good Standing	
			<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.

**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	2	3	C	10	C	NA	NA	Floor Play
Main	B/ P113	One Year Olds	1	5	C	10	C	NA	NA	Free Play
Main	C/ P117	One Year Olds and Two Year Olds	2	9	C	14	C	NA	NA	Free Play
Main	D/ P112	Two Year Olds	2	12	C	14	C	NA	NA	Circle Time, Transitioning
Main	E/ P111	Three Year Olds and Four Year Olds	2	13	C	14	C	NA	NA	Free Play
Main	F/ P 109	Three Year Olds	2	12	C	14	C	NA	NA	Free Play
Main	P 107		0	0	C	15	C	NA	NA	
Main	P102	Four Year Olds	2	7	C	19	C	NA	NA	Free Play
Main	P104		0	0	C	15	C	21	C	
Main	P105	Four Year Olds and Five Year Olds	2	5	C	19	C	NA	NA	Centers
Main	Upstairs Kdg Rm 217		0	0	C	14	C	NA	NA	
			Total Capacity @35 sq. ft.: 158			Total Capacity @25 sq. ft.: 164				
Total # Children this Date: 66			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

A one day letter was left on this day and one employee was ask to leave on this date.

Plan of Improvement: Developed This Date 11/14/2018

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).



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.

### 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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Lisa Dawkins, Program Official

Date

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Ashia Jackson, Consultant

Date



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### Findings Report

**Date:** 11/14/2018 **VisitType:** Monitoring Visit

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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**

Swimming activities provided off site.

### 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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on the consultant's observation that items labeled keep out of the reach of children (cortisone cream and Neosporin) were accessible to the children in room 109 inside a child's bag.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 11/14/2018**

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

**Met**

**Comment**

Playground not observed on this date due to inclement weather.

### Health and Hygiene

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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the center.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on consultant's observation that medication (Children's Motrin) was accessible to children inside a child's bag.

**POI (Plan of Improvement)**

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

**Correction Deadline: 11/14/2018**

	<b>Safety</b>
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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

Center does not provide routine transportation.

	<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Discussed SIDS and infant sleeping position.

	<b>Staff Records</b>
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<b>Records Reviewed: 24</b>	<b>Records with Missing/Incomplete Components: 1</b>
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Staff # 1	Met
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Date of Hire: 11/09/2010

Staff # 2	Met
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Date of Hire: 01/07/2011

Staff # 3	Met
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Date of Hire: 09/27/2013

Staff # 4	Met
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Date of Hire: 10/31/2016

Staff # 5 Met

Date of Hire: 09/26/2016

Staff # 6 Not Met

Date of Hire: 01/29/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7 Met

Date of Hire: 05/04/2010

Staff # 8 Met

Date of Hire: 03/25/2008

Staff # 9 Met

Date of Hire: 10/29/2018

Staff # 10 Met

Date of Hire: 07/31/2017

Staff # 11 Met

Date of Hire: 09/11/2008

Staff # 12 Met

Date of Hire: 11/22/2009

Staff # 13 Met

Date of Hire: 05/09/2017

Staff # 14 Met

Date of Hire: 01/16/2018

Staff # 15 Met

Date of Hire: 08/03/2008

Staff # 16 Met

Date of Hire: 10/09/2016

Staff # 17 Met

Date of Hire: 09/08/2008

Staff # 18 Met

Date of Hire: 01/26/2018

Staff # 19	Met
Date of Hire: 07/30/2018	
Staff # 20	Met
Date of Hire: 08/03/2016	
Staff # 21	Met
Date of Hire: 08/03/2013	
Staff # 22	Met
Date of Hire: 11/05/2012	
Staff # 23	Met
Date of Hire: 10/25/2011	
Staff # 24	Met
Date of Hire: 10/02/2009	

**Staff Credentials Reviewed: 24****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the documentation reviewed that one provisional employee hired on January 29, 2018 was present at the center without a satisfactory national determination letter. The provisional employee did not complete the steps to completing the comprehensive background check.

**POI (Plan of Improvement)**

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**Correction Deadline: 11/14/2018****Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on documentation reviewed that one provisional employee hired on January 29, 2018 was present at the center without a satisfactory national determination letter on file.

**POI (Plan of Improvement)**

The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required.

**Correction Deadline: 11/14/2018**

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

Staff observed to be compliant with applicable laws and regulations.

<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.