



**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:** 2/8/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 1:00 PM    **Departure:** 4:00 PM

**CCLC-2865**

**Kids 'Kademy, Inc.**

2982 Woodrow Drive Lithonia, GA 30038 DeKalb County  
 (770) 484-0862 mlkidskad90@aol.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>		
02/08/2019	Complaint Investigation & Licensing Study	Good Standing
02/08/2019	Complaint Closure	Good Standing
08/02/2018	Monitoring Visit	Good Standing

**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.

**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- Entrance-	Two Year Olds and Three Year Olds	1	8	C	16	C	NA	NA	Nap
Main	B-1st Right-2 y/o	Infants	1	2	C	15	C	NA	NA	Floor Play
Main	C 1st Right-Back-Infants	One Year Olds	1	7	C	11	C	NA	NA	Nap
Main	D-Downstairs3+	Three Year Olds and Four Year Olds	1	14	C	39	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 81						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 81			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	117	C

**Comments**

Plan of Improvement: Developed This Date 02/08/2019

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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.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)

Orlando Lewis, Program Official

Date

Ashia Jackson, Consultant

Date



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### Findings Report

**Date:** 2/8/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 1:00 PM    **Departure:** 4:00 PM

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The following information is associated with a Licensing Study Visit:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Not Met****Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultant observation that three of four classroom did not have current lessons plans on site.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 2/8/2019**

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

**Correction Deadline: 8/2/2018**

**Corrected on 2/8/2019**

.12(4) - Previous citation corrected.

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

**Correction Deadline: 8/2/2018**

**Corrected on 2/8/2019**

.35(3) - The center has not had any swimming activities.

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

**Comment**

Center appears clean and well maintained.

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**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that fencing around the playground measured two feet eleven inches (right top corner near parking lot), three feet eight inches (right back lining the woods and left side of play area), and three feet six inches (left side near gate). It was further determined that fencing on the left front corner was no longer anchored into the ground causing a five inch gap between the fencing and the ground. In addition, fencing on the left side of the play area was detached from the top pole causing the fencing to protrude toward the play area and a six inch gap was observed between the fencing and the poles. Fencing on the left side of the play area was observed to be rusted.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 2/8/2019****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 resilient surfacing under both swing sets and green slide on the preschool playground measured less than four inches in depth, when six inches were required.

**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: 2/22/2019****Recited on 2/8/2019****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on the consultant's observation that the PVC pipe around the swing set on the preschool playground was protruding from the ground posing a potential tripping hazard.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 2/22/2019****Recited on 2/8/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Not Met****Correction Deadline: 1/25/2018****Corrected on 2/8/2019****.15(2) - Previous citation corrected.**

**Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on the consultant observation that the refrigerator in the infant classroom where bottles are stored was 45 degrees. In addition, there is no thermometer in the refrigerator in one year old classroom where milk is stored.

**POI (Plan of Improvement)**

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

**Correction Deadline: 2/8/2019**

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

Proper diapering procedures observed.

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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**

Discussed proper medication documentation and procedures.

**Correction Deadline: 8/2/2018**

**Corrected on 2/8/2019**

**.20(4) - Previous citation corrected.**

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures**
**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on documentation reviewed that the center did not document that drills were practiced in 2018 and January 2019.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 2/13/2019**

**Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based upon consultant's observation, that emergency plans for severe weather, fire, and other emergency situations are updated with all the required plans and procedures.

**POI (Plan of Improvement)**

The Center will post the notices as required and ensure they remain posted and updated.

**Correction Deadline: 2/22/2019****Recited on 2/8/2019**

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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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**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36(7)(b) - Please be sure to have all parents complete the transportation agreement and the vehicle emergency forms. Both documents should be kept in the child's file and on the vehicle.

**Correction Deadline: 2/9/2019**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on documentation reviewed that two of four cribs sheets were observed to be loose fitting. It was further determined based on teacher's report that crib sheets are washed or changed once a week.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 2/8/2019**

**Finding**

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on consultant observation that children in the three year old classroom did not have sheets on the mats during nap time.

**POI (Plan of Improvement)**

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

**Correction Deadline: 2/8/2019**

**Correction Deadline: 8/2/2018**

**Corrected on 2/8/2019**

**.30(2)(c) - Previous citation corrected.**

<b>Staff Records</b>
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**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 3**

Staff # 1 Not Met

Date of Hire: 02/07/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2 Met

Date of Hire: 02/22/2018

Staff # 3 Met

Date of Hire: 05/21/2013

Staff # 4 Met

Date of Hire: 10/01/2017

Staff # 5 Not Met

Date of Hire: 01/08/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 6 Met

Date of Hire: 01/10/1992

Staff # 7 Not Met

Date of Hire: 08/31/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 8 Met

Date of Hire: 04/02/2018

Staff # 9

Met

Date of Hire: 09/01/1998

Staff # 10

Met

Date of Hire: 10/15/2015

**Staff Credentials Reviewed: 10****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 documentation reviewed that Staff #7 was present at the center without submitting both a records check application and fingerprints.

**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: 2/8/2019****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on documentation reviewed that two employees staff #7 hired August 13, 2018 and staff #1 hired February 5, 2018 were present at the center without a national records check or comprehensive records check on file.

**POI (Plan of Improvement)**

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

**Correction Deadline: 2/8/2019****591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 8/2/2018****Corrected on 2/8/2019****.09(1)(i) - Previous citation corrected.****591-1-1-.33 Staff Training****Not Met**



**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 documentation reviewed that four staff members did not have documentation of completing the required health and safety orientation 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: 3/10/2019**

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

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on documentation reviewed that the three lead teachers did not have credentials and were not enrolled in an educational program.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 2/22/2019**

**Recited on 2/8/2019**

**Staffing and Supervision**
**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Comment**

Center observed to maintain appropriate staff:child ratios.

**Finding**

591-1-1-.32(4)(b) allows children who turn three years old during the regular school year to remain with two year olds for the remainder of the school year but requires agreement from the older child's Parent(s) for the continued placement. It was determined based on consultant's observation that children age three years remained in the classroom with two year old children without written parent agreement.

**POI (Plan of Improvement)**

The Center will secure parental permission and keep it on file.

**Correction Deadline: 2/8/2019**

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

Adequate supervision observed on this date.