



**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:** 11/5/2018 **VisitType:** Licensing Study

**Arrival:** 4:05 PM

**Departure:** 6:00 PM

**CCLC-29565**

**Preferred School Care at Bolton Academy**

2268 Adams Drive, N.W. Atlanta, GA 30318 Fulton County  
(770) 739-1462 selmonatl@aol.com

**Mailing Address**

1125 Annie Lane SW  
Mableton, GA 30126

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@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.
11/05/2018	Licensing Study	Good Standing	
04/11/2018	Monitoring Visit	Good Standing	
10/16/2017	Licensing Study	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	Cafeteria		0	0	C	91	C	NA	NA	Not In Use
Main	Gym	Six Year Olds and Over	1	12	C	128	C	NA	NA	Floor Play
Main	Room 183		0	0	C	27	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			246		Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 12			Total Capacity @35 sq. ft.: 246		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

**Comments**

Plan of Improvement: Developed This Date 11/05/2018

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/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)

Shirley Jackson, Program Official

Date

Lajuana Williams, Consultant

Date



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### Findings Report

**Date:** 11/5/2018 **VisitType:** Licensing Study

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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**

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.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact

Child # 3

Not Met

"Missing/Incomplete Components"

**Records Reviewed: 5****Records with Missing/Incomplete Components: 4**

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change in Emergency Contact

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change in Emergency Contact

Child # 5

Met

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

591-1-1-.08(1)(c) requires Center Staff to maintain a file for each child that includes Parental acknowledgment of their responsibility for keeping Center advised of any significant changes in enrollment information concerning phone numbers, work locations, emergency contact, family physicians, etc. It was determined based on observation of children's records that the acknowledgement was missing in 4 of 5 records observed.

**POI (Plan of Improvement)**

Center staff will obtain parental or guardian acknowledgement of responsibility to update enrollment information and maintain it on file for each child.

**Correction Deadline: 11/5/2018****Finding**

591-1-1-.08(1)(d) requires Center Staff to maintain a file for each child that includes a Parental acknowledgement that when the Parents or persons authorized by the Parents pick up or drop off their child at the Center, they will not allow their child to enter or leave the Center without being escorted and that the Center will not permit the child to enter or exit the Center without an escort. It was determined based on observation of children's records that the acknowledgement was missing in 4 of 5 records observed.

**POI (Plan of Improvement)**

591-1-1-.08(l)591-1-1-.08(1)(d) requires Center Staff to maintain a file for each child that includes a Parental acknowledgement that the child will be escorted on and off the premises.

**Correction Deadline: 11/5/2018****Finding**

591-1-1-.08(1)(e) requires Center Staff to maintain a file for each child that includes Parental acknowledgment that where the School-age Center does not agree to provide routine meals and/or snacks, as appropriate, for the children, the Parent(s) agree that they shall provide the children with nutritious meals and snacks daily as appropriate. It was determined based on observation of children's records that the acknowledgement was missing in 4 of 5 records observed.

**POI (Plan of Improvement)**

The Center will ensure that parental or guardian acknowledgement regarding meals/snacks is on file.

**Correction Deadline: 11/5/2018****Facility****591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

No hazards observed accessible to children on this date.

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute

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

There were no children enrolled in diapers on this date.

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

Staff stated proper knowledge.

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<b>591-1-1-.20 Medications(CR)</b>	<b>N/A</b>
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**Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Not Met</b>
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**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 observation of posted drills that a lock down drill had not been conducted in the last six months..

**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: 11/10/2018**

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

Center does not keep animals on premises.

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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-.13 Field Trips(CR)</b>	<b>N/A</b>
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**Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****N/A****Comment**

Program did not provide nap.

**Staff Records****Records Reviewed: 11****Records with Missing/Incomplete Components: 2**

Staff # 1 Met

Date of Hire: 08/02/2012

Staff # 2 Met

Date of Hire: 08/04/2014

Staff # 3 Not Met

Date of Hire: 10/09/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(3)-Health &amp; Safety Certificate,.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 4 Met

Date of Hire: 02/12/2016

Staff # 5 Met

Date of Hire: 09/12/2016

Staff # 6 Met

Date of Hire: 02/24/2016

Staff # 7 Met

Date of Hire: 09/01/2016

Staff # 8 Met

Date of Hire: 02/19/2016

Staff # 9 Met

Date of Hire: 08/31/2015

Staff # 10 Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

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**Records Reviewed: 11****Records with Missing/Incomplete Components: 2**

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.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 11

Met

Date of Hire: 09/01/1999

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**Staff Credentials Reviewed: 11**

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

**Not Met**

**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 observation of staff records that three staff and four enrichment staff required evidence of comprehensive determination letters, It was determined after review in Koala that the applications for the staff and enrichment persons had not been verified.

**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: 11/5/2018**

**Technical Assistance**

591-1-1-.09(1)(c) - Discussed that staff that did not have a comprehensive background check determination letter must be supervised by staff that has a comprehensive letter.

**Correction Deadline: 11/5/2018**

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**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 observation of staff records that two staff required evidence of 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: 12/5/2018**

**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 observation of staff records that one staff required evidence of 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: 12/5/2018**

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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.