



**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:** 1/9/2019    **VisitType:** MV POI Follow Up    **Arrival:** 12:40 PM    **Departure:** 2:00 PM

**CCLC-33726**

**The Highlander School**

1212 McPherson Ave. Atlanta, GA 30316 DeKalb County  
 (404) 221-2420 rukiamoniquero@gmail.com

**Regional Consultant**

Ashia Jackson

Phone: (770) 357-7070

Fax: (770) 357-7069

ashia.jackson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
01/09/2019	MV POI Follow Up	Good Standing	
09/05/2018	Licensing Study	Support	
04/17/2018	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	A1- 1st right	Infants	1	3	C	8	C	NA	NA	Floor Play
Main	A2 - 1R - Napping	Infants and One Year Olds	1	5	C	5	C	NA	NA	Nap
Main	B - 2nd right	Two Year Olds and Three Year Olds	3	12	C	18	C	NA	NA	Nap
Main	Back Left	Three Year Olds and Four Year Olds and Five Year Olds	3	17	C	20	C	NA	NA	Nap
Main	C - 1st Left	One Year Olds and Two Year Olds	2	11	C	14	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 65					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 48			Total Capacity @35 sq. ft.: 65			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Deck Play Area	3	C
Main	Front/Side	14	C
Main	Playground	83	C

**Comments**

A one day letter was left on this date.

Plan of Improvement: Developed This Date 01/09/2019

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/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.

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#### 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.

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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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Rukia Rogers, Program Official

Date

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Ashia Jackson, Consultant

Date



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### Findings Report

**Date:** 1/9/2019 **VisitType:** MV POI Follow Up **Arrival:** 12:40 PM **Departure:** 2:00 PM

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The following information is associated with a MV POI Follow Up:

### 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**

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**

Center appears clean and well maintained.

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

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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

**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>Met</b>
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**Comment**

Discussed proper medication documentation and procedures.

	<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**

Pleasant naptime environment observed.

	<b>Staff Records</b>
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**Records Reviewed: 18**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 02/20/2018	
Staff # 2	Met
Date of Hire: 01/02/2017	
Staff # 3	Met
Date of Hire: 08/21/2018	
Staff # 4	Met
Date of Hire: 12/19/2018	
Staff # 5	Met
Date of Hire: 08/15/2018	
Staff # 6	Met
Date of Hire: 07/16/2018	
Staff # 7	Met
Date of Hire: 07/09/2015	

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**Records Reviewed: 18****Records with Missing/Incomplete Components: 0**

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Staff # 8	Met
Date of Hire: 07/16/2018	
Staff # 9	Met
Date of Hire: 04/11/2013	
Staff # 10	Met
Date of Hire: 12/05/2018	
Staff # 11	Met
Date of Hire: 07/01/2018	
Staff # 12	Met
Date of Hire: 09/01/2015	
Staff # 13	Met
Date of Hire: 01/01/2013	
Staff # 14	Met
Date of Hire: 07/16/2018	
Staff # 15	Met
Date of Hire: 07/23/2014	
Staff # 16	Met
Date of Hire: 08/15/2018	
Staff # 17	Met
Date of Hire: 09/23/2017	
Staff # 18	Met
Date of Hire: 05/22/2017	

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**Staff Credentials Reviewed: 18**

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**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 the director had not submitted fingerprints to an authorized fingerprinting site.

**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: 1/9/2019****Finding**

Previously Cited: 591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on documentation reviewed that one employee hired on July 16, 2018 was present without a local determination records check or a satisfactory records check on this date.

591-1-1-.09(1.) (b) requires the Center to ensure that every Director 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 Director 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 the director was present at the center on this date an expired criminal records check on file at the center.

**POI (Plan of Improvement)**

Previously Cited: The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

The Center will ensure that the Director 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 Director 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: 1/9/2019****Recited on 1/9/2019****Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on documentation reviewed that the center director was present at the center with a expired (12/31/2018) satisfactory comprehensive background check.

**POI (Plan of Improvement)**

The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years.

**Correction Deadline: 1/9/2019**

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Correction Deadline: 9/19/2018**

**Corrected on 1/9/2019**

**.14(1) - Previous citation corrected. Consultant observed CPR/First aid certificate**

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Correction Deadline: 9/5/2018**

**Corrected on 1/9/2019**

**.33(1) - Previous citation corrected. Consultant observed documentation of orientation.**

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**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.