



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: 11/20/2019 **VisitType:** Licensing Study

Arrival: 9:55 AM

Departure: 12:55 PM

CCLC-35507

A World of Knowledge Preschool & Academy

2769 Donald Lee Hollowell Pkwy NW, Suite C Atlanta, GA 30318 Fulton
 County
 (404) 794-4024 lstephens72@yahoo.com

Mailing Address
 Same

Regional Consultant

Lajuana Williams
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Quality Rated: No

Compliance Zone Designation		
11/20/2019	Licensing Study	Good Standing
06/05/2019	Monitoring Visit	Good Standing
12/04/2018	Licensing Study	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: !L	Three Year Olds and Four Year Olds	1	4	C	15	C	NA	NA	Circle Time
Main	B: 2L	Three Year Olds and PreK	1	19	C	22	C	NA	NA	Centers
Main	C: Right	Infants and One Year Olds and Two Year Olds	1	6	C	19	C	NA	NA	Circle Time, Floor Play
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 29			Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A 3-11 Years	23	C
Main	PG: B- 6 weeks-2 Years	8	C

Comments

Plan of Improvement: Developed This Date 11/20/2019

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.

- 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

Jacquetta Johnson, Program Official

Date

Lajuana Williams, 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

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: 1

Child # 1 Met

Child # 2 Met

Child # 3 Met

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 inEmergency Contact

Child # 5 Met

Technical Assistance

591-1-1-.08(1) - Please ensure the following is maintained on file for all authorized release persons and identification is present upon them arriving at the facility : complete name, complete address, telephone number, relationship status to the child and relationship to the parent or guardian.

Correction Deadline: 11/20/2019

Finding

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on the observation of children enrollment records that parental authorizations were incomplete for 1 of 5 children records observed

POI (Plan of Improvement)

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 11/20/2019

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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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 a gap of approximately 8-10 inches was observed between the two gates located at the rear of the play area, posing a possible entrapment hazard.

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: 11/20/2019

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 there was inadequate resilient surface material maintained beneath the slides on the playground. A minimum of three inches was required beneath two of the slides and six inches beneath the larger slide. Approximately 1-2 inches was observed.

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: 11/30/2019

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures. Please ensure any torn and therefore porous diapering surfaces are not used and are replaced.

591-1-1-.17 Hygiene(CR)

Met

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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 the observation of emergency drill documentation that a fire drill was not documented for October..

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: 11/25/2019

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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)

N/A

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)

Technical Assistance

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Technical Assistance

591-1-1-.30(4) - Please ensure blankets are not stored on the cots to decrease them touching the adjacent cot.

Correction Deadline: 11/20/2019

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 03/29/2013	
Staff # 2	Not Met
Date of Hire: 07/06/2013	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.24(1)-Evidence of Orientation Missing	
Staff # 3	Not Met
Date of Hire: 05/01/2019	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 4	Not Met
Date of Hire: 08/01/2014	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 02/26/2019	

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

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 the observation of staff records the comprehensive records check determination for for staff #2 expired in September 2019. The employee did not submit for a recheck of fingerprints and an application to the Department.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure the employee resubmits fingerprints and a criminal records check application to the Department. The center will maintain a system of tracking expiration dates to 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the rules and regulations to ensure CRC rules are maintained.

Correction Deadline: 11/20/2019

Correction Deadline: 7/5/2019**Corrected on 11/20/2019****.14(2) - Previous cite corrected.**

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the observation of staff records that orientation documentation with hire dates was missing was for the new Director and one staff.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 11/20/2019**Recited on 11/20/2019**

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on the observation of staff records that the training was not maintained on file for the Director.

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 and will ensure that the training includes all required components as required.

Correction Deadline: 12/20/2019

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the observation of staff records that ten hours of annual training for license year 2018 was not maintained on file for 2 of 5 staff records observed.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/20/2019

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

591-1-1-.31(11) requires the Center to have qualified and sufficient direct-care, clerical, housekeeping, maintenance and other employees to ensure full compliance with these rules without neglecting the supervision of children. It was determined based on observation that the center maintain an inadequate amount of staff this date, in that the preschool class and infant/toddler class had to be combined temporarily while the infant/toddler staff person prepared lunch. Additionally, in order to obtain paperwork and to answer the door the owner had to briefly leave a group of a children with another staff person.

POI (Plan of Improvement)

The Center will ensure that an adequate number of qualified employees is available to ensure full compliance with these rules without neglecting the supervision of the children. It was recommended that the center obtain substitute staff or a floater, to ensure adequate supervision.

Correction Deadline: 11/20/2019

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.