



**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: 8/7/2018 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 9:55 AM **Departure:** 1:00 PM

CCLC-37198

Head of the Class Learning Academy #1

2294 Wellborn Rd. Lithonia, GA 30058 DeKalb County
(770) 987-1311 headoftheclass1@gmail.com

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

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roslyn.williams@dec.al.gov

Mailing Address
Same

Quality Rated: ★ ★

| Compliance Zone Designation | | |
|------------------------------------|--|---------------|
| 08/07/2018 | Complaint Investigation & Monitoring Visit | Good Standing |
| 05/15/2018 | Licensing Study | Good Standing |
| 03/23/2018 | Complaint Closure | 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/1R | Infants | 1 | 4 | C | 14 | C | NA | NA | Feeding,Nap |
| Main | B/2R | Two Year Olds | 2 | 5 | C | 16 | C | NA | NA | Story |
| Main | C/3R | One Year Olds | 1 | 7 | C | 10 | C | NA | NA | Music |
| Main | D/R Rear | Three Year Olds | 1 | 3 | C | 18 | C | NA | NA | Centers |
| Main | E/L Rear | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | F/Front Entrance | PreK | 2 | 18 | C | 26 | C | NA | NA | Transitioning |

Total Capacity @35 sq. ft.: 104

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 37

Total Capacity @35 sq. ft.: 104

Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | PG/Front | 18 | C |
| Main | PG/Rear | 51 | C |

Comments

Plan of Improvement: Developed This Date 08/07/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.al.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://dec.al.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Keyerin Coleman, Program Official

Date

Roslyn Williams, Consultant

Date



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Findings Report

Date: 8/7/2018 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 9:55 AM **Departure:** 1:00 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 5/15/2018

Corrected on 8/7/2018

.03(1) - Consultant observed that lesson plans were available for review.

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

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

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 potential entrapment hazard existed in that a hole that measured one foot long and six inches wide was observed on the left side of the fence.

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: 8/30/2018**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the handle on the red metal bouncer located on the large playground was broken. Consultant also observed a broken (Step 2) plastic toy on the toddler playground.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 8/7/2018**Recited on 8/7/2018****Correction Deadline: 5/25/2018****Corrected on 8/7/2018****.26(8) - Consultant observed that the resilient surface under fall zones measured six inches deep.****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 observation that a potential tripping hazard existed in that three black pads were missing from the ground near the art easel and a black pad located under the yellow slide was not flush to the ground on the large playground. The consultant also observed over grown brush on the left side of the toddler fence accessible to children.

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: 8/30/2018

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)**Met****Comment**

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Met****Comment**

Discussed proper medication documentation and procedures.

Safety

591-1-1-.11 Discipline(CR)**Met****Comment**

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that the plastic casing that covered the seat belt hardware mechanism was broken which made the hardware accessible to children.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 8/30/2018**Correction Deadline: 5/15/2018****Corrected on 8/7/2018****.36(4)(c) - The consultant observed that the fire extinguisher was in proper working order.****Sleeping & Resting Equipment**

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Technical Assistance****Technical Assistance**

591-1-1-.30(1)(a)3 - Consultant discussed procedures for fitted sheets in cribs.

Correction Deadline: 8/7/2018**Staff Records****Records Reviewed: 12****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 09/16/2016

Staff # 2

Met

Date of Hire: 07/05/2018

Staff # 3

Met

Date of Hire: 12/01/2017

Staff # 4

Met

Records Reviewed: 12**Records with Missing/Incomplete Components: 1**

Date of Hire: 10/20/2010

Staff # 5 Met

Date of Hire: 02/12/2018

Staff # 6 Met

Date of Hire: 01/03/2018

Staff # 7 Met

Date of Hire: 02/07/2018

Staff # 8 Met

Date of Hire: 07/24/2018

Staff # 9 Met

Date of Hire: 08/01/2016

Staff # 10 Met

Date of Hire: 04/09/2014

Staff # 11 Met

Date of Hire: 02/01/2018

Staff # 12 Not Met

Date of Hire: 12/18/2013

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 12**591-1-1-.09 Criminal Records Check(CR) Met****Correction Deadline: 5/16/2018****Corrected on 8/7/2018****.09(1)(h) -Consultant observed that satisfactory determination records were on file.****591-1-1-.14 First Aid & CPR Met****Correction Deadline: 8/31/2018****Corrected on 8/7/2018****.14(3) - The consultant observed that the Center had the required first aid items on hand and will replenish the first aid kits as soon as possible.****591-1-1-.24 Personnel Records Met****Correction Deadline: 5/20/2018****Corrected on 8/7/2018****.24(1) - Consultant observed personnel records for all staff.**

591-1-1-.33 Staff Training

Met

Correction Deadline: 6/14/2018

Corrected on 8/7/2018

.33(4) - Staff person is no longer employed per Director.

591-1-1-.31 Staff(CR)

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

| |
|---------------------------------|
| 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.