



**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: 8/17/2020 **VisitType:** Licensing Study **Arrival:** 1:05 PM **Departure:** 2:05 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

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roslyn.williams@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
08/17/2020	Licensing Study	Good Standing	
02/13/2020	Complaint Closure	Good Standing	
02/07/2020	Complaint Investigation & 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	A/1R	Infants	1	3	C	14	C	NA	NA	Nap
Main	B/2R	Two Year Olds	1	9	C	16	C	NA	NA	Nap
Main	C/3R	One Year Olds	1	7	C	10	C	NA	NA	Nap
Main	D/R Rear	Three Year Olds	1	8	C	18	C	NA	NA	Nap
Main	E/L Rear		0	0	C	20	C	NA	NA	Not In Use
Main	F/Front Entrance	PreK	2	10	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

Administrative Review completed on August 17, 2020.
Virtual Visit completed August 18, 2020.

Plan of Improvement: Developed This Date 08/17/2020

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

Keyerin Coleman, Program Official

Date

Roslyn 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-.03 Activities **Met**

Correction Deadline: 2/7/2020

Corrected on 8/17/2020

.03(1) - The previous citation was corrected. The consultant had observed that the lesson plan in the two-year-old room was posted with the current week's date.

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

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.12(2) - The previous citation was corrected. The consultant observed that the sink had been removed and the brown cabinet had been repaired.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

Child # 5

Met

591-1-1-.08 Children's Records

Met

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.08(1) - The previous citation was corrected. It was determined based on review of records that the work address was listed on five of five records reviewed.

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

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.25(3) - The previous citation was corrected. The consultant observed that the chair and rugs had been cleaned.

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

Met

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.26(6) - The previous citation was corrected. The consultant observed that the red bouncer had been removed from the playground.

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.15(3) - The previous citation was corrected. The consultant observed that the temperature in the refrigerator measured less than 40 degrees Fahrenheit.

Correction Deadline: 2/7/2020

Corrected on 8/17/2020

.15(5) - The previous citation was corrected.

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

591-1-1-.17(1) - Staff stated proper hygiene knowledge.

Correction Deadline: 8/17/2020

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

Met

Comment

No medication dispensed.

Safety

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)

Met

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)

Met

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.36(3)(a-b) - The previous citation was corrected. It was determined based on review of records that evidence of the transportation training was on file for the Director.

Correction Deadline: 2/28/2020

Corrected on 8/17/2020

.36(4)(c) - The previous citation was corrected. The center did not provide routine transportation due to COVID 19 restrictions.

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 08/01/2019	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 06/01/2020	
Staff # 4	Met
Date of Hire: 05/25/2009	
Staff # 5	Met
Date of Hire: 01/06/2020	

Records Reviewed: 7

Records with Missing/Incomplete Components: 1

Staff # 6

Met

Date of Hire: 07/12/2020

Staff # 7

Not Met

Date of Hire: 10/15/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 5

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

Met

Comment

Criminal record checks were observed to be complete.

591-1-1-.33 Staff Training

Technical Assistance

Correction Deadline: 3/8/2020

Corrected on 8/17/2020

.33(3) - The previous citation was corrected. The consultant observed evidence of the Health and Safety Orientation training on file for all staff.

Technical Assistance

591-1-1-.33(4) - Please ensure that the required training is on file for the Food Service Manager.

Correction Deadline: 9/16/2020

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

Staff observed to provide direct supervision and be attentive to children's needs.