



**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:** 9/11/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:50 AM    **Departure:** 1:45 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@decal.ga.gov

Joint with: Elim Tekie

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
09/11/2019	Monitoring Visit	Good Standing
01/08/2019	Licensing Study	Good Standing
08/22/2018	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 and One Year Olds	1	6	C	14	C	NA	NA	Nap
Main	B/2R	Two Year Olds	1	10	C	16	C	NA	NA	Circle Time
Main	C/3R	One Year Olds and Two Year Olds	2	9	C	10	C	NA	NA	Circle Time
Main	D/R Rear	Three Year Olds	1	9	C	18	C	NA	NA	Circle Time
Main	E/L Rear		0	0	C	20	C	NA	NA	
Main	F/Front Entrance	PreK	2	15	C	26	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 104						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 49			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**

The purpose of this visit was to conduct a Monitoring viist and to follow up on previous citations from Januray 1, 2019.

Plan of Improvement: No Plan Developed

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.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@dec.ga.gov](mailto:CCSRefutations@dec.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.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.dec.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.ga.gov](mailto:qualityrated@dec.ga.gov)

Keyerin Coleman, Program Official \_\_\_\_\_ Date

Roslyn Williams, Consultant \_\_\_\_\_ Date

Elim Tekie, Consultant \_\_\_\_\_ Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Technical Assistance

Correction Deadline: 1/31/2019

Corrected on 9/11/2019

.12(2) - Previous citation was corrected. Consultant observed that the white Ottoman in the three year old room had been repaired.

**Technical Assistance**

591-1-1-.12(2) - Please ensure that all furniture is clean and free from stains.

Correction Deadline: 9/11/2019

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

**Comment**

Center does not provide swimming activities.

### Children's Records

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

Met

Correction Deadline: 9/12/2019

Corrected on 9/11/2019

.08(1) - Previous citation was corrected. Consultant observed that children's records were complete.

### Facility

591-1-1-.19 License Capacity(CR)

Met

**Comment**

Licensed capacity observed to be routinely met by center.

**Comment**

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

**Correction Deadline: 1/8/2019**

**Corrected on 9/11/2019**

**.25(13) - Previous citation was corrected.**

**Correction Deadline: 1/31/2019**

**Corrected on 9/11/2019**

**.25(3) - Previous citation was corrected. Consultant observed that the window screens had been replaced.**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Technical Assistance**

591-1-1-.26(4) - Please ensure that the cap on the fence between the large and small playground is secure.

**Correction Deadline: 9/11/2019**

**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 Consultant's observation, that one red bike was missing a seat. It was further determined that the climbing structure was missing the ladder rungs and there was chipped paint on the red bouncer.

**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: 10/11/2019**

**Technical Assistance**

591-1-1-.26(9) - Routine playground maintenance was discussed.

**Correction Deadline: 9/11/2019**

**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 Consultant's observation, that the concrete perimeter of the basket ball area, was not flushed to the ground, posed a potential tripping hazard. It was further determined, that the following was observed accessible to children in route to the playground:

- An uncovered charcoal grill
- A broken window screen on the ground
- There were three white trash bags on the ground
- There was an unraveled garden hose
- A large box of tiles

**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: 10/15/2019**

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<b>Health and Hygiene</b>
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**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**

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** **Met**

**Correction Deadline: 1/31/2019**

**Corrected on 9/11/2019**

**.21(3) - Previous citation was corrected.**

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Correction Deadline: 1/8/2019**

**Corrected on 9/11/2019**

**.36(4)(b) - Previous citation was corrected. The Van was no longer in use per Director.**

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Not Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on Consultant's observation, that an infant was sleeping in a crib that had a loose fitted sheet.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 9/11/2019**

**Staff Records**

**Records Reviewed: 7**

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

Staff # 1

Met

**Records Reviewed: 7**

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

Date of Hire: 08/01/2019

Staff # 2 Met

Staff # 3 Met

Date of Hire: 08/26/2019

Staff # 4 Met

Date of Hire: 05/25/2009

Staff # 5 Met

Date of Hire: 02/22/2019

Staff # 6 Met

Date of Hire: 10/15/2015

Staff # 7 Met

Date of Hire: 07/29/2019

**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-.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**

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

**591-1-1-.32 Supervision(CR) Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.