



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: 5/7/2018 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 3:00 PM

CCLC-37405

Benjamin Preparatory School of Academics & Performing Arts

2445 Church Road SE Atlanta, GA 30339 Cobb County
 (770) 436-5200 nkelly@benjaminprep.com

Mailing Address
 Same

Regional Consultant

Courtney Moody

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Quality Rated: No

Compliance Zone Designation		
05/07/2018	Licensing Study	Good Standing
11/14/2017	Monitoring Visit	Good Standing
02/15/2017	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	5th Right- Shooting Stars B	Four Year Olds	1	15	C	14	NC	NA	NA	Lunch
Main	Rm. 107G-3rd Left	Two Year Olds	1	9	C	11	C	NA	NA	Nap
Main	Rm.-103D-Show Kids	Four Year Olds and Five Year Olds	1	12	C	12	C	NA	NA	TV
Main	Rm.-106H-4th Left	Two Year Olds	2	15	C	17	C	NA	NA	Transitioning
Main	Rm.-108 F-2nd Left-Tiny Tappers	Two Year Olds	1	8	C	12	C	NA	NA	Lunch
Main	Rm.-109B-1st Left-Tiny Tappers	One Year Olds	1	8	C	11	C	NA	NA	Nap
Main	Rm.-4th Right-Shooting Stars A	Three Year Olds	1	10	C	10	C	NA	NA	Lunch
Main	Rm.-Tiny Tappers A		0	0	C	8	C	NA	NA	Not In Use
Main	Rm-1st Right- Tiny Dreamers	Infants and One Year Olds	2	9	C	17	C	NA	NA	Nap,Floor Play
Total Capacity @35 sq. ft.: 112						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 86			Total Capacity @35 sq. ft.: 112			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	B- All Ages-Left side of Bldg	66	C
Main	Playgd A- Back of Bldg	15	C

Comments

Plan of Improvement: Developed This Date 05/07/2018

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@decals.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://decals.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.decals.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@decals.ga.gov

Nadia Galloway, Program Official

Date

Courtney Moody, Consultant

Date



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Findings Report

Date: 5/7/2018 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 3:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Technical Assistance

Please ensure to properly secure the mounted TV on the wall prior to using classroom Tiny Tappers A again.

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

N/A

Comment

Center does not provide swimming activities.

Facility

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

Met

Comment

Discussed movement of children to maintain capacities.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Not Met

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that there was a hole in the wall of the conjoined bathroom between classrooms Shooting Stars A and Shooting Stars B.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 5/7/2018

Finding

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on observation that the laundry room door was open and accessible to children in care.

POI (Plan of Improvement)

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 5/7/2018

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

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on review of records that one feeding plan was not signed and dated by parent(s). It was further determined that seven feeding plans were not updated regularly every two to three months as feeding habits changed.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 5/7/2018

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director and center staff on this date.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Technical Assistance****Technical Assistance**

Please ensure to document any adverse reactions on medication documentation. If there are not any, please document None or N/A.

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 review of records that the center did not have documentation to show that a fire drill was conducted for the month of April 2018.

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: 5/12/2018

Safety

591-1-1-.05 Animals**Met****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)**Met****Comment**

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 29**Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Met

Date of Hire: 05/07/2018

Staff # 3

Met

Date of Hire: 08/08/2016

Staff # 4

Met

Staff # 5 Date of Hire: 03/07/2017	Met
Staff # 6 Date of Hire: 02/19/2016	Met
Staff # 7 Date of Hire: 10/24/2016	Met
Staff # 8 Date of Hire: 05/22/2017	Met
Staff # 9 Date of Hire: 05/21/2016	Met
Staff # 10 Date of Hire: 05/21/2016	Met
Staff # 11 Date of Hire: 05/06/2016	Met
Staff # 12 Date of Hire: 08/04/2014	Met
Staff # 13 Date of Hire: 05/21/2016	Met
Staff # 14 Date of Hire: 01/30/2017	Met
Staff # 15 Date of Hire: 01/18/2017	Met
Staff # 16	Met
Staff # 17 Date of Hire: 10/05/2015	Met
Staff # 18 Date of Hire: 03/06/2017	Met
Staff # 19 Date of Hire: 10/05/2016	Met
Staff # 20	Not Met

Date of Hire: 11/12/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 21 Met

Date of Hire: 11/17/2014

Staff # 22 Met

Date of Hire: 10/22/2014

Staff # 23 Met

Date of Hire: 11/17/2014

Staff # 24 Met

Staff # 25 Met

Date of Hire: 04/19/2017

Staff # 26 Met

Date of Hire: 02/26/2018

Staff # 27 Met

Date of Hire: 09/15/2017

Staff # 28 Met

Staff # 29 Met

Date of Hire: 07/19/2016

Staff Credentials Reviewed: 29**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined that an employee was hired January 2018 to work within the center. The center was observed to have a satisfactory clearance letter that was issued from our Department October 2015. It was further determined that an employee was hired March 2018 to work within the center. The center was observed to have a satisfactory clearance letter that was issued from our Department March 2016. The clearance letters were observed to be older than one year, therefore they are no longer considered to be portable. The staff members must obtain a new clearance letter. A one day letter was left with the center.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

591-1-1-.14 First Aid & CPR **Met**

Comment

Complete kits observed in center.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.