



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: 5/15/2019 **VisitType:** Complaint Investigation Follow Up **Arrival:** 8:35 AM **Departure:** 11:45 AM

CCLC-39181

Atlanta Preparatory School of the Arts

10B Friendly Hills Decatur, GA 30035 DeKalb County
 (770) 981-1115 atlantapreparatory@gmail.com

Regional Consultant

Roslyn Williams

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Mailing Address

10B Friendly Hills Drive
 Decatur, GA 30035

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.
05/15/2019	Complaint Investigation Follow Up	Good Standing	
03/29/2019	Complaint Investigation by Phone	Good Standing	
03/28/2019	Monitoring Visit	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/Left	Infants and One Year Olds and Two Year Olds	1	7	C	9	C	NA	NA	Nap, Floor Play		
Main	Front Area	Two Year Olds and Three Year Olds	1	14	NC	12	NC	NA	NA	Free Play, Breakfast		
Total Capacity @35 sq. ft.:			18		Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Centers Request			
Total # Children this Date:			21		Total Capacity @35 sq. ft.:		18		Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	16	C

Comments

Plan of Improvement: Developed This Date 05/15/2019

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.dec.state.ga.us/CCS/Regulations.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.state.ga.us.

- 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.state.ga.us/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.state.ga.us/>
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.state.ga.us

Carol Price, Program Official

Date

Roslyn Williams, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Children's Records

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that the parents' work information, addresses of the person(s) to whom the child may be released, telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached, and name and telephone numbers of the child's primary source of health care were not documented for two records reviewed.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 5/16/2019

Recited on 5/15/2019

Facility

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that the Center cared for 14 children in a space that was licensed for 12 children.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 5/15/2019

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Correction Deadline: 3/28/2019****Corrected on 5/15/2019**

.25(13) - Previous citation corrected in that there were no potentially hazardous equipment, materials, or supplies accessible to children

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 the alphabet rug in room B had stains on it.

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: 5/17/2019**Recited on 5/15/2019**

Health and Hygiene

591-1-1-.17 Hygiene(CR)**Met****Correction Deadline: 3/28/2019****Corrected on 5/15/2019**

.17(8) - Previous citation corrected. It was observed that staff used proper hand washing procedures.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 05/15/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Met

Date of Hire: 10/04/2018

Staff # 3

Not Met

Date of Hire: 05/18/2018

"Missing/Incomplete Components"

Records Reviewed: 7

Records with Missing/Incomplete Components: 3

.24(1)-Evidence of Orientation Missing

Staff # 4 Met
Date of Hire: 05/02/2019

Staff # 5 Not Met
Date of Hire: 05/08/2019

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 6 Met
Date of Hire: 11/11/2000

Staff # 7 Met
Date of Hire: 03/13/2018

Staff Credentials Reviewed: 7

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

Not Met

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that the Center lacked evidence of a valid and current satisfactory Comprehensive Records Check Determination on file for staff person #1. A one day letter was left.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 to ensure the CRC rules are maintained.

Correction Deadline: 5/15/2019

Technical Assistance

591-1-1-.09(1)(j) - Portability requirements discussed with staff.

Correction Deadline: 5/15/2019

591-1-1-.24 Personnel Records

Not Met

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 review of records that the center did not document evidence of an employee record and required orientation including date and signature of person providing the orientation for one staff person.

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: 5/17/2019

Recited on 5/15/2019

591-1-1-.33 Staff Training

Met

Correction Deadline: 4/5/2019

Corrected on 5/15/2019

.33(3) - Previous citation corrected in that the two staff persons were no longer employed.