



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: 3/28/2019 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 12:00 PM

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
 Phone: (770) 357-7020
 Fax: (770) 357-7019
 roslyn.williams@decal.ga.gov

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.
03/28/2019	Monitoring Visit	Good Standing	
11/13/2018	Licensing Study	Good Standing	
04/19/2018	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 Two Year Olds	1	8	C	9	C	NA	NA	Floor Play, Free Play
Main	Front Area	Three Year Olds	1	12	C	12	C	NA	NA	Art
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 20			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 03/28/2019

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



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

Findings Report

Date: 3/28/2019 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 12:00 PM

CCLC-39181

Atlanta Preparatory School of the Arts

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

Mailing Address

10B Friendly Hills Drive
Decatur, GA 30035

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@decal.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 11/13/2018

Corrected on 3/28/2019

.03(1) - Previous citation corrected. It was observed that the lesson plans were posted and the consultant discussed lesson plan requirements with staff.

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.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing

Child # 4

Met

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 of four children records.

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: 3/29/2019

Recited on 3/28/2019

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that in room A, a teacher's purse was accessible to children in an unlocked cabinet.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/28/2019

Recited on 3/28/2019

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 rugs in rooms A and B had stains on them.

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: 4/12/2019

Recited on 3/28/2019

Correction Deadline: 11/13/2018

Corrected on 3/28/2019

.25(8) - Previous citation corrected. The consultant observed that the outlets had been covered.

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

Met

Correction Deadline: 4/4/2019

Corrected on 3/28/2019

.26(4) - Previous citation corrected. The consultant observed that the fence had been repaired.

Correction Deadline: 4/30/2018

Corrected on 3/28/2019

.26(6) - Previous citation corrected. It was observed that the steering wheels had been replaced on the blue car and yellow bus.

Health and Hygiene

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

Met

Comment

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

591-1-1-.17 Hygiene(CR)

Not Met

Correction Deadline: 11/13/2018

Corrected on 3/28/2019

.17(7) - Previous citation corrected. The consultant observed children to wash their hands after using the restroom.

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that a staff member did not wash their hands after cleaning the noses of two children in classroom A/Left.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 3/28/2019

Recited on 3/28/2019

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

Met

Comment

The Center does not administer medication.

Safety

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

Please be mindful of voice tone in redirecting children.

591-1-1-.36 Transportation(CR)**Met****Correction Deadline: 11/13/2018****Corrected on 3/28/2019****.36(4)(c) - The Center does not provide routine transportation at this time.****Correction Deadline: 11/14/2018****Corrected on 3/28/2019****.36(7)(c)2. - The Center does not provide transportation at this time.**

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Correction Deadline: 3/28/2019****Corrected on 3/28/2019****.30(1)(a) - Previous citation corrected. The crib had been removed from the center.****Correction Deadline: 11/13/2018****Corrected on 3/28/2019****.30(1)(a)3 - Previous citation corrected. The consultant did not observe infants asleep with objects in the cribs.**

Staff Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 10/04/2018

Staff # 2

Met

Date of Hire: 05/18/2018

Staff # 3

Met

Date of Hire: 08/18/2018

Staff # 4

Met

Date of Hire: 11/11/2000

Staff # 5

Met

Date of Hire: 03/13/2018

Staff Credentials Reviewed: 5

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

Correction Deadline: 11/13/2018

Corrected on 3/28/2019

.09(1)(j) - Previous citation corrected.

Technical Assistance

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

Correction Deadline: 3/28/2019

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

Met

Correction Deadline: 12/13/2018

Corrected on 3/28/2019

.14(1) - Previous citation corrected. It was observed that the director had current CPR/first aid training.

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 required orientation including date and signature of person providing the orientation for three staff members.

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: 4/4/2019

Recited on 3/28/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of records that two staff members did not complete the health and safety training within the first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 4/5/2019

Recited on 3/28/2019

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.