



**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:** 10/20/2020 **VisitType:** Incident Investigation/Licensing Study

**Arrival:** 10:05 AM

**Departure:** 11:05 AM

**CCLC-4195**

**Chattahoochee Head Start Academy**

2751 Peyton Road Atlanta, GA 30318 Fulton County  
 (404) 792-2740 derrickt@ecdcllc.org

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★ ★

<u>Compliance Zone Designation</u>		
10/20/2020	Incident Investigation/Licensing Study	Good Standing
01/02/2020	Complaint Closure	Good Standing
12/13/2019	Licensing Study	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	Cafeteria		0	0	C	44	C	NA	NA	Not In Use
Main	Room A		0	0	C	21	C	NA	NA	Not In Use
Main	Room B	Three Year Olds and Four Year Olds	1	5	C	22	C	NA	NA	Outside
Main	Room C		0	0	C	20	C	NA	NA	Not In Use
Main	Room D		0	0	C	21	C	NA	NA	Not In Use
Main	Room E		0	0	C	19	C	NA	NA	Not In Use
Main	Room F	Three Year Olds and Four Year Olds	1	3	C	20	C	NA	NA	Outside
Main	Room G	Three Year Olds and Four Year Olds	1	5	C	17	C	NA	NA	Outside
Main	Room H	PreK	1	3	C	21	C	NA	NA	Floor Play
Main	Room I		0	0	C	21	C	NA	NA	Not In Use
Main	Room J		0	0	C	21	C	NA	NA	Not In Use
Main	Room K	PreK	2	3	C	21	C	NA	NA	Centers
Main	Room L		0	0	C	21	C	NA	NA	Not In Use
Main	Room M		0	0	C	24	C	NA	NA	Not In Use
Main	Room N	PreK	2	1	C	24	C	NA	NA	Floor Play
Main	Room O		0	0	C	24	C	NA	NA	Not In Use
Main	Room P	PreK	2	6	C	23	C	NA	NA	Centers
Main	Room Q		0	0	C	23	C	NA	NA	Not In Use
Main	Room R		0	0	C	23	C	NA	NA	Not In Use

	Total Capacity @35 sq. ft.: 430	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 26	Total Capacity @35 sq. ft.: 430	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	16	C
Main	Playground B	153	C

**Comments**

An Administrative Review was conducted on October 20, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on October 20, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection

Plan of Improvement: Developed This Date 10/20/2020

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.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Tye Derrick, Program Official

Date

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Lajuana Williams, Consultant

Date



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**Findings Report**

**Date:** 10/20/2020 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 10:05 AM **Departure:** 11:05 AM

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 Same

The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

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

**Comment**  
 A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)** **N/A**

**Comment**  
 Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5** **Records with Missing/Incomplete Components: 1**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact,.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Parent Names, Work Numbers

Child # 3 Met

Child # 4 Met

Child # 5 Met

**Technical Assistance**

591-1-1-.08 - During an Administrative review children records were observed to be complete, however, for all authorized release persons please ensure the following is maintained on file: Name, complete address, telephone number, relationship to the child, relationship to the parent or guardian and other identifying information.

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<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through an appropriate number of children observed in the center this date, and the center was in compliance with the licensed capacity.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

During an Administrative Review of records a current menu was observed. Center menu met the USDA guidelines.

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****N/A****Comment**

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through there no children in diapers present.

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**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through, however, staff displayed proper knowledge of the rules and regulations.

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

591-1-1-.20(5)-A Virtual Visit was conducted due to the COVID-19 pandemic. Since an on site visit was not conducted a physical review of the medication was not conducted. Medication forms were observed as a part of the Administrative Review and were observed to be correct.

**POI (Plan of Improvement)**

The Center will train Staff on a system for tracking the use of medications and returning them to Parent(s).

Correction Deadline: 12/13/2019

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Defer

#### Defer

591-1-1-.21(3)-A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit

#### 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: 12/18/2019

## Safety

### 591-1-1-.11 Discipline(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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)

Not Evaluated

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through it was discussed that there were no infant children in attendance. Cleaning and disinfecting of mats was discussed with the director on this date.

## Staff Records

Records Reviewed: 189

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 10/08/2019

Staff # 2

Met

Date of Hire: 10/10/2019

Staff # 3

Met

Date of Hire: 09/04/2019

Staff # 4 Date of Hire: 11/08/2018	Met
Staff # 5 Date of Hire: 07/01/2019	Met
Staff # 6 Date of Hire: 10/09/2019	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9 Date of Hire: 10/16/2019	Met
Staff # 10 Date of Hire: 08/27/2019	Met
Staff # 11 Date of Hire: 10/09/2019	Met
Staff # 12 Date of Hire: 11/01/2010	Met
Staff # 13	Met
Staff # 14 Date of Hire: 10/09/2019	Met
Staff # 15 Date of Hire: 10/09/2019	Met
Staff # 16 Date of Hire: 10/30/2018	Met
Staff # 17 Date of Hire: 10/10/2014	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met

Staff # 22 Date of Hire: 07/25/2016	Met
Staff # 23 Date of Hire: 09/05/2019	Met
Staff # 24 Date of Hire: 10/09/2019	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Staff # 28 Date of Hire: 02/10/2020	Met
Staff # 29 Date of Hire: 10/09/2017	Met
Staff # 30 Date of Hire: 07/25/2016	Met
Staff # 31 Date of Hire: 10/09/2019	Met
Staff # 32 Date of Hire: 10/09/2016	Met
Staff # 33	Met
Staff # 34 Date of Hire: 10/09/2019	Met
Staff # 35 Date of Hire: 07/24/2017	Met
Staff # 36	Met
Staff # 37 Date of Hire: 10/18/2019	Met
Staff # 38 Date of Hire: 10/09/2019	Met



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Staff # 39	Met
Date of Hire: 05/15/2019	
Staff # 40	Met
Date of Hire: 06/17/2019	
Staff # 41	Met
Date of Hire: 10/11/2019	
Staff # 42	Met
Date of Hire: 01/07/2002	
Staff # 43	Met
Date of Hire: 10/09/2019	
Staff # 44	Met
Staff # 45	Met
Date of Hire: 03/25/2019	
Staff # 46	Met
Date of Hire: 10/04/2018	
Staff # 47	Met
Date of Hire: 10/09/2019	
Staff # 48	Met
Date of Hire: 08/20/2024	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 49	Met
Date of Hire: 09/18/2017	
Staff # 50	Met
Date of Hire: 11/12/2018	
Staff # 51	Met
Date of Hire: 08/22/2020	
Staff # 52	Met
Date of Hire: 04/06/2018	
Staff # 53	Met
Staff # 54	Met
Date of Hire: 10/09/2019	

Staff # 55 Date of Hire: 12/08/2016	Met
Staff # 56 Date of Hire: 10/07/2019	Met
Staff # 57 Date of Hire: 10/09/2019	Met
Staff # 58 Date of Hire: 11/14/2018	Met
Staff # 59 Date of Hire: 09/10/2000	Met
Staff # 60 Date of Hire: 08/29/2019	Met
Staff # 61 Date of Hire: 09/14/2018	Met
Staff # 62 Date of Hire: 11/15/2017	Met
Staff # 63 Date of Hire: 09/26/2016	Met
Staff # 64 Date of Hire: 09/11/2019	Met
Staff # 65 Date of Hire: 09/25/2019	Met
Staff # 66 Date of Hire: 10/09/2019	Met
Staff # 67 Date of Hire: 09/14/2016	Met
Staff # 68 Date of Hire: 10/07/2019	Met
Staff # 69 Date of Hire: 06/15/2019	Met

Staff # 70	Met
Staff # 71	Met
Date of Hire: 10/16/2019	
Staff # 72	Met
Date of Hire: 11/15/2018	
Staff # 73	Met
Date of Hire: 08/04/2014	
Staff # 74	Met
Date of Hire: 07/24/2017	
Staff # 75	Met
Date of Hire: 09/01/2005	
Staff # 76	Met
Date of Hire: 01/01/1999	
Staff # 77	Met
Date of Hire: 07/31/2019	
Staff # 78	Met
Date of Hire: 06/28/2019	
Staff # 79	Met
Date of Hire: 09/23/2019	
Staff # 80	Met
Date of Hire: 11/12/2018	
Staff # 81	Met
Date of Hire: 08/30/2019	
Staff # 82	Met
Date of Hire: 03/21/2019	
Staff # 83	Met
Date of Hire: 06/20/2019	
Staff # 84	Met
Date of Hire: 07/06/2019	
Staff # 85	Met

Date of Hire: 11/01/2017

Staff # 86 Met

Date of Hire: 08/21/2019

Staff # 87 Met

Date of Hire: 01/05/2020

Staff # 88 Met

Date of Hire: 10/09/2019

Staff # 89 Met

Date of Hire: 08/30/2019

Staff # 90 Met

Date of Hire: 01/23/2020

Staff # 91 Met

Staff # 92 Met

Staff # 93 Met

Date of Hire: 02/19/2019

Staff # 94 Met

Date of Hire: 07/03/2019

Staff # 95 Met

Date of Hire: 10/15/2019

Staff # 96 Met

Date of Hire: 09/01/2018

Staff # 97 Met

Staff # 98 Met

Date of Hire: 03/21/2019

Staff # 99 Met

Date of Hire: 10/09/2019

Staff # 100 Met

Date of Hire: 03/06/2019

Staff # 101 Met

Date of Hire: 10/09/2019

Staff # 102 Date of Hire: 08/22/2019	Met
Staff # 103 Date of Hire: 08/01/2016	Met
Staff # 104	Met
Staff # 105	Met
Staff # 106 Date of Hire: 10/09/2019	Met
Staff # 107 Date of Hire: 08/28/2019	Met
Staff # 108 Date of Hire: 10/25/2019	Met
Staff # 109 Date of Hire: 07/25/2019	Met
Staff # 110 Date of Hire: 04/02/2019	Met
Staff # 111 Date of Hire: 07/11/2011	Met
Staff # 112 Date of Hire: 08/13/2018	Met
Staff # 113 Date of Hire: 08/26/2019	Met
Staff # 114 Date of Hire: 10/20/2014	Met
Staff # 115	Met
Staff # 116 Date of Hire: 10/09/2019	Met
Staff # 117 Date of Hire: 07/09/2019	Met
Staff # 118	Met

Date of Hire: 10/09/2019

Staff # 119 Met

Staff # 120 Met

Date of Hire: 10/16/2019

Staff # 121 Met

Date of Hire: 03/07/2016

Staff # 122 Met

Date of Hire: 10/15/2019

Staff # 123 Met

Date of Hire: 09/17/2019

Staff # 124 Met

Date of Hire: 06/18/2019

Staff # 125 Met

Date of Hire: 07/01/2019

Staff # 126 Met

Date of Hire: 10/17/2019

Staff # 127 Met

Date of Hire: 11/21/2019

Staff # 128 Met

Date of Hire: 08/10/2018

Staff # 129 Met

Date of Hire: 08/23/2019

Staff # 130 Met

Date of Hire: 07/08/2019

Staff # 131 Met

Date of Hire: 09/20/2017

Staff # 132 Met

Date of Hire: 02/11/2019

Staff # 133 Met

Staff # 134 Met

Staff # 135 Date of Hire: 07/25/2016	Met
Staff # 136 Date of Hire: 09/30/2019	Met
Staff # 137 Date of Hire: 09/27/2019	Met
Staff # 138	Met
Staff # 139 Date of Hire: 08/20/2018	Met
Staff # 140 Date of Hire: 04/12/2019	Met
Staff # 141 Date of Hire: 11/24/2019	Met
Staff # 142 Date of Hire: 02/28/2019	Met
Staff # 143	Met
Staff # 144 Date of Hire: 07/25/2016	Met
Staff # 145 Date of Hire: 09/10/2019	Met
Staff # 146	Met
Staff # 147	Met
Staff # 148	Met
Staff # 149 Date of Hire: 08/05/2014	Met
Staff # 150 Date of Hire: 10/09/2019	Met
Staff # 151 Date of Hire: 10/09/2019	Met

Staff # 152 Date of Hire: 10/16/2019	Met
Staff # 153 Date of Hire: 10/09/2019	Met
Staff # 154 Date of Hire: 07/25/2016	Met
Staff # 155 Date of Hire: 08/19/2019	Met
Staff # 156 Date of Hire: 11/04/2018	Met
Staff # 157 Date of Hire: 08/27/2019	Met
Staff # 158 Date of Hire: 01/07/2019	Met
Staff # 159 Date of Hire: 08/21/2019	Met
Staff # 160 Date of Hire: 10/09/2019	Met
Staff # 161 Date of Hire: 03/12/2019	Met
Staff # 162 Date of Hire: 12/21/2015	Met
Staff # 163	Met
Staff # 164 Date of Hire: 09/03/2019	Met
Staff # 165	Met
Staff # 166 Date of Hire: 07/27/2007	Met
Staff # 167 Date of Hire: 08/14/2019	Met



Staff # 168 Date of Hire: 07/25/2018	Met
Staff # 169 Date of Hire: 05/15/2018	Met
Staff # 170 Date of Hire: 12/05/2016	Met
Staff # 171 Date of Hire: 07/25/2013	Met
Staff # 172	Met
Staff # 173 Date of Hire: 07/02/2019	Met
Staff # 174 Date of Hire: 07/08/2019	Met
Staff # 175 Date of Hire: 08/28/2019	Met
Staff # 176	Met
Staff # 177 Date of Hire: 09/11/2019	Met
Staff # 178 Date of Hire: 10/09/2019	Met
Staff # 179 Date of Hire: 10/09/2019	Met
Staff # 180 Date of Hire: 08/27/2019	Met
Staff # 181 Date of Hire: 10/03/2018	Met
Staff # 182 Date of Hire: 10/09/2019	Met
Staff # 183 Date of Hire: 10/09/2019	Met

**Records Reviewed: 189**

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

Staff # 184 Date of Hire: 11/21/2016	Met
Staff # 185 Date of Hire: 08/28/2019	Met
Staff # 186	Met
Staff # 187 Date of Hire: 08/15/2019	Met
Staff # 188	Met
Staff # 189 Date of Hire: 08/20/2019	Met

**Staff Credentials Reviewed: 14**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The Director supplied a completed staff profile for review prior to the virtual walk through. Staff criminal records check information was verified in Koala Outback. Criminal record checks were observed to be complete.

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

**Comment**

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

**591-1-1-.33 Staff Training Met**

**Correction Deadline: 1/12/2020**

**Corrected on 10/20/2020**

**.33(3) - During an administrative review the previous cite was observed to be corrected.**

**Correction Deadline: 1/12/2020**

**Corrected on 10/20/2020**

**.33(4) - During an administrative review the previous cite was observed corrected.**

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

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**Staffing and Supervision**

**591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center was observed to maintain appropriate staff:child ratios.

The following information is associated with a Incident Investigation Visit:

<b>Staffing and Supervision</b>
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591-1-1-.32 Supervision(CR)

Met

Correction Deadline: 1/2/2020

Corrected on 10/20/2020

.32(7) - Previous cite corrected. A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.