



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: 10/29/2019 **VisitType:** Monitoring Visit **Arrival:** 2:00 PM **Departure:** 3:25 PM

CCLC-4229

Whitefoord Early Learning Academy

35 Whitefoord Avenue SE Atlanta, GA 30317 DeKalb County
 (404) 802-6900 jmcghee@whitefoord.org

Regional Consultant

Ashia Jackson
 Phone: (770) 357-7070
 Fax: (770) 357-7069
 ashia.jackson@dec.al.ga.gov

Mailing Address

1353 George W. Brumley Way S.E.
 Atlanta, GA 30317

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.
10/29/2019	Monitoring Visit	Good Standing	
01/10/2019	Complaint Closure	Good Standing	
01/10/2019	Complaint Investigation & Licensing Study	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
Buildg. I	103	Three Year Olds	1	9	C	19	C	NA	NA	Transitioning
			Total Capacity @35 sq. ft.: 19			Total Capacity @25 sq. ft.: 0				
Building 1	105	Three Year Olds	1	15	C	18	C	NA	NA	Transitioning
Building 1	107	Three Year Olds	2	16	C	19	C	NA	NA	Transitioning
Building 1	108		0	0	C	19	C	NA	NA	
Building 1	109		0	0	C	17	C	NA	NA	
Building 1	110		0	0	C	19	C	NA	NA	
Building 1	111		0	0	C	8	C	NA	NA	
Building 1	302		0	0	C	19	C	NA	NA	
Building 1	307		0	0	C	19	C	NA	NA	
Building 1	309		0	0	C	16	C	NA	NA	
			Total Capacity @35 sq. ft.: 154			Total Capacity @25 sq. ft.: 0				
Cafeteria	Cafeteria	PreK	1	25	C	0	NC	NA	NA	Homework


	Total Capacity @35 sq. ft.: 0	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 65	Total Capacity @35 sq. ft.: 173	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Plan of Improvement: Developed This Date 10/29/2019

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.al.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.al.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.al.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.decal.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@decal.ga.gov

Jan McGhee, Program Official

Date

Ashia Jackson, Consultant

Date



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Findings Report

Date: 10/29/2019 **VisitType:** Monitoring Visit

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Departure: 3:25 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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.

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)

Met

Comment

Center appears clean and well maintained.

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

No children enrolled who require diapering. School age children attend only for after school hours.

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

Correction Deadline: 1/10/2019

Corrected on 10/29/2019
.17(7) - Previous citation corrected.

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

Comment
Discussed proper medication documentation and procedures.

Safety

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

Comment
Staff were observed to maintain a positive learning environment on this date.

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

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: 23

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 07/23/2014	
Staff # 2	Met
Date of Hire: 09/18/2018	
Staff # 3	Met
Date of Hire: 09/18/2018	
Staff # 4	Not Met
Date of Hire: 04/15/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 5	Met
Date of Hire: 07/12/2018	
Staff # 6	Met
Date of Hire: 06/11/2019	

Staff # 7 Date of Hire: 05/04/2015	Met
Staff # 8 Date of Hire: 03/06/2018	Met
Staff # 9 Date of Hire: 10/20/2003	Met
Staff # 10 Date of Hire: 10/15/2018	Met
Staff # 11 Date of Hire: 08/19/2019	Met
Staff # 12 Date of Hire: 04/29/2016	Met
Staff # 13	Met
Staff # 14 Date of Hire: 02/05/2018	Met
Staff # 15 Date of Hire: 09/05/2017	Met
Staff # 16 Date of Hire: 04/11/2019	Met
Staff # 17 Date of Hire: 08/10/2017	Met
Staff # 18 Date of Hire: 10/28/2019	Met
Staff # 19 Date of Hire: 02/01/2016	Met
Staff # 20 Date of Hire: 07/05/2018	Met
Staff # 21 Date of Hire: 05/30/2018	Met
Staff # 22	Met

Date of Hire: 06/11/2019

Staff # 23

Met

Date of Hire: 08/19/2019

Staff Credentials Reviewed: 0**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on documentation reviewed that eight employees were present at the center without submitting both a Records check application to the department and fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will have all employees complete the fingerprinting process before hire to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 review criminal records training module to ensure the CRC rules are maintained.

Correction Deadline: 10/29/2019**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 documentation reviewed that eight employees who were present at the center on this date that satisfactory records check on file that was older than the preceding 12 months of the hire date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will have all employees to complete the fingerprinting process 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 review the criminal records training modules to ensure the CRC rules are maintained.

Correction Deadline: 10/29/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on documentation reviewed that the center employed ten staff members who were present on this date that was not electronically ported into DECAL Koala. It was further determined that eight employees who were present on this date had a criminal records check that was outside the required portability date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review all criminal records letters to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 review criminal records training module to ensure CRC rules are maintained.

Correction Deadline: 10/29/2019

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.