



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: 5/21/2020 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 2:00 PM

CCLC-45823

Highland Kids Academy (Afterschool)

7300 Whittlesey Boulevard Columbus, GA 31909 Muscogee County
 (706) 221-5947 Linda@highlandkidsacademy.com

Regional Consultant

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decal.ga.gov

Mailing Address

Same

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.
05/21/2020	Licensing Study	Good Standing	
09/23/2019	POI Follow Up	Good Standing	
08/26/2019	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	G	Six Year Olds and Over	1	9	C	15	C	NA	NA	Art,Free Play
Main	Gym		0	0	C	222	C	NA	NA	
Main	H		0	0	C	50	C	NA	NA	
Main	Room A	Six Year Olds and Over	1	11	C	21	C	NA	NA	Art,Free Play
Main	Room B	Five Year Olds and PreK	1	7	C	16	C	NA	NA	Centers,Art,Free Play
Main	Room C	Six Year Olds and Over	1	9	C	15	C	NA	NA	Free Play
Main	Room D	Five Year Olds	1	5	C	16	C	NA	NA	Free Play,Outside,Centers,Free Play
Main	Room E	Six Year Olds and Over	1	14	C	16	C	NA	NA	Free Play,Outside
Total Capacity @35 sq. ft.: 154			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Total # Children this Date: 55			Total Capacity @35 sq. ft.: 154			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	109	C

Comments

An Administrative Review was conducted on May 21, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 23, 2020 with the Director, Linda Fischer. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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

Linda Fischer, Program Official

Date

Penny Svenson, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

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.

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

Met

Comment

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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

Technical Assistance

The Consultant discussed that all children should have the complete address listed for person(s) a child can be released to. Parent authorizations obtained and completed.

Facility

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

Met

Comment

Licensed capacity observed to be met by the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

Comment

Center appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

Comment

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.

Comment

Resilient surface was present and observed to be fluffed on this date. Please continue to fluff and redistribute as needed. A Virtual Visit was conducted due to COVID-19 pandemic.

Food Service

591-1-1-.15 Food Service & Nutrition

Technical Assistance

Technical Assistance

The Consultant discussed with the Director to review the CACFP Meal Pattern Requirements and ensure that snacks served at the center met the requirement.

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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****Comment**

Additional cleaning and sanitizing requirements due to COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

The center currently does not dispense or administer medication at this time. 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.

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

Center does not keep animals on premises.

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

A Virtual Visit was conducted due to 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)**Met****Comment**

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.

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

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.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position on this date. 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.

Staff Records**Records Reviewed: 17****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 01/05/2019

Staff # 2

Met

Date of Hire: 01/08/2019

Staff # 3 Met

Date of Hire: 10/15/2019

Staff # 4 Met

Date of Hire: 07/05/2019

Staff # 5 Met

Date of Hire: 05/31/2019

Staff # 6 Met

Date of Hire: 05/08/2020

Staff # 7 Met

Date of Hire: 01/26/2017

Staff # 8 Met

Date of Hire: 01/10/2017

Staff # 9 Met

Date of Hire: 05/16/2019

Staff # 10 Met

Date of Hire: 05/17/2016

Staff # 11 Met

Date of Hire: 02/11/2020

Staff # 12 Met

Date of Hire: 05/30/2009

Staff # 13 Met

Date of Hire: 05/06/2020

Staff # 14 Met

Date of Hire: 01/22/2019

Staff # 15 Met

Date of Hire: 12/18/2017

Staff # 16 Met

Date of Hire: 05/08/2020

Staff # 17 Met

Date of Hire: 05/08/2020

Staff Credentials Reviewed: 3

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

Criminal record checks were observed to be complete. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

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

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

Documentation observed of required staff training.

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

Discussed Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios on this date. A Virtual Visit was conducted due to the Covid-19 pandemic.

591-1-1-.32 Supervision(CR)	Met
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Comment

Adequate supervision observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.