



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: 8/26/2019 **VisitType:** Monitoring Visit **Arrival:** 4:15 PM **Departure:** 6:10 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@dec.al.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.
08/26/2019	Monitoring Visit	Good Standing	
03/07/2019	Monitoring Visit	Good Standing	
10/04/2018	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
Main	Gym	Six Year Olds and Over	3	26	C	222	C	NA	NA	Free Play
Main	Room A	Six Year Olds and Over	1	9	C	21	C	NA	NA	Homework,Free Play
Main	Room B	Five Year Olds and Six Year Olds and Over	1	11	C	16	C	NA	NA	Homework,Free Play
Main	Room C	Five Year Olds	1	8	C	15	C	NA	NA	Circle Time
Main	Room D	Six Year Olds and Over	1	5	C	16	C	NA	NA	Free Play,Homework
Main	Room E		0	0	C	16	C	NA	NA	
Total Capacity @35 sq. ft.: 306			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 59			Total Capacity @35 sq. ft.: 306							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	109	C

Comments

The Consultant reviewed and discussed the Compliance and Determination Worksheet on this date.

Plan of Improvement: Developed This Date 08/26/2019

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.decal.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@decal.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://decal.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

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 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)

Not Met

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 these hazards were present:

Room A--chipped paint present; ceiling tiles were water stained

Room E--hole present in sheet rock on back wall that faced the windows, column on window had chipped paint present and paint was peeled, chipped paint on left back wall

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: 8/26/2019

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the last window to Room E was cracked in the left bottom corner and sharp edges were present. Further the column to the right of the same window and next to the fence had chipped stucco and sharp edges were present

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. Duct tape will be placed on the stucco that is broken. Cardboard will be taped over the broken window as a temporary fix and the window will then be replaced.

Correction Deadline: 8/27/2019**Recited on 8/26/2019****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**

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

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**

Complete documentation of transportation observed.

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

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

Staff Records**Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 01/05/2019

Records Reviewed: 12**Records with Missing/Incomplete Components: 0**

Staff # 2	Met
Date of Hire: 01/08/2019	
Staff # 3	Met
Date of Hire: 07/05/2019	
Staff # 4	Met
Date of Hire: 05/31/2019	
Staff # 5	Met
Date of Hire: 01/26/2017	
Staff # 6	Met
Date of Hire: 01/10/2017	
Staff # 7	Met
Date of Hire: 05/16/2019	
Staff # 8	Met
Date of Hire: 05/17/2016	
Staff # 9	Met
Date of Hire: 05/30/2009	
Staff # 10	Met
Date of Hire: 02/16/2019	
Staff # 11	Met
Date of Hire: 01/22/2019	
Staff # 12	Met
Date of Hire: 12/18/2017	

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.

591-1-1-.33 Staff Training	Met
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Correction Deadline: 11/3/2018**Corrected on 8/26/2019****The correction was observed on this date.**

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

Staff observed to provide direct supervision and be attentive to children's needs.