



**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

**Cover Sheet**

**Date:** 12/10/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 12:00 PM

**CCLC-299**

**Minnie Howell Child Development Center**

399 Macedonia Road SE Atlanta, GA 30354 Fulton County  
 (404) 366-3700 jupshaw@premier-academy.org

**Mailing Address**  
 Same

**Regional Consultant**

Jennifer Bailey

Phone: (770) 357-7024

Fax: (770) 357-7023

jennifer.bailey@decal.ga.gov

Joint with: Brionne Higgins

**Quality Rated:** ★ ★ ★

| <b>Compliance Zone Designation</b> |                  |               | <b>Compliance Zone Designation</b> - 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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/10/2021                         | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 05/28/2021                         | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/10/2020                         | 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     | Room A-1L            | Infants                           | 3     | 6        | C    | 8          | C            | NA         | NA           | Floor Play, Diapering |
| Main     | Room C-3R            | Two Year Olds and Three Year Olds | 2     | 11       | C    | 17         | C            | NA         | NA           | Story                 |
| Main     | Room D-1L            |                                   | 0     | 0        | C    | 19         | C            | NA         | NA           | Not In Use            |
| Main     | Room D-2L            | One Year Olds                     | 2     | 6        | C    | 19         | C            | NA         | NA           | Floor Play            |
| Main     | Room E-2L            |                                   | 0     | 0        | C    | 19         | C            | NA         | NA           | Not In Use            |
| Main     | Room E-3L            | Two Year Olds                     | 2     | 6        | C    | 19         | C            | NA         | NA           | Art                   |
| Main     | Room F-1R            | One Year Olds                     | 3     | 7        | C    | 19         | C            | NA         | NA           | Art                   |
| Main     | Room F-3R            |                                   | 0     | 0        | C    | 19         | C            | NA         | NA           | Not In Use            |
| Main     | Room G-4L            | Three Year Olds                   | 2     | 12       | C    | 19         | C            | NA         | NA           | Transitioning         |
| Main     | Room G-4R            |                                   | 0     | 0        | C    | 19         | C            | NA         | NA           | Not In Use            |
| Main     | Room H-3L            | GA PreK                           | 2     | 7        | C    | 19         | C            | NA         | NA           | Centers               |
| Main     | Room H-3R            |                                   | 0     | 0        | C    | 17         | C            | NA         | NA           | Not In Use            |
| Main     | Room I-2R            | Two Year Olds and Three Year Olds | 2     | 6        | C    | 21         | C            | NA         | NA           | Art                   |
| Main     | Room J-1R            |                                   | 0     | 0        | C    | 18         | C            | NA         | NA           | Not In Use            |
| Main     | Room K-5R            | GA PreK                           | 2     | 11       | C    | 18         | C            | NA         | NA           | Music                 |
| Main     | Room L-7R            | GA PreK                           | 2     | 10       | C    | 17         | C            | NA         | NA           | Music                 |
| Main     | Room M-8R            |                                   | 0     | 0        | C    | 17         | C            | NA         | NA           | Not In Use            |
| Main     | Room N (Afterschool) |                                   | 0     | 0        | C    | 20         | C            | NA         | NA           | Not In Use            |

Total Capacity @35 sq. ft.: 324

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 82

Total Capacity @35 sq. ft.: 324

Total Capacity @25 sq.  
ft.: 0

| Building | Playground            | Playground<br>Occupancy | Playground<br>Compliance |
|----------|-----------------------|-------------------------|--------------------------|
| Main     | Infant Playground     | 12                      | C                        |
| Main     | Infant Playground     | 40                      | C                        |
| Main     | PreK Playground       | 51                      | C                        |
| Main     | Toddler I Playground  | 51                      | C                        |
| Main     | Toddler II Playground | 40                      | C                        |

#### Comments

An Administrative Review was conducted on December 10, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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



#### **Important New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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.

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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](mailto: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.

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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)

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Jill Upshaw, Program Official

Date

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Jennifer Bailey, Consultant

Date

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Brionne Higgins, Consultant

Date



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### Findings Report

**Date:** 12/10/2021 **VisitType:** Licensing Study

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#### CCLC-299

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Met

##### Comment

Current lesson plan was observed in all classrooms.

**Correction Deadline:** 12/10/2021

#### 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)

N/A

##### Comment

Center does not provide swimming activities.

### 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 |

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

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**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)****Not Evaluated****Comment**

Playgrounds were not observed during the virtual visit conducted on December 15, 2021 due to construction. Per the Director, construction to replace the rubber surfacing and the fence began yesterday and will be completed by January 1, 2021 when the children return from break.

Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather. Fall zones and resilient surface.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Consultant observed carrots on the menu and discussed with the Director.

**Correction Deadline: 12/10/2021**

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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|                                                        |            |
|--------------------------------------------------------|------------|
| <b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b> | <b>Met</b> |
|--------------------------------------------------------|------------|

**Comment**

Staff state proper knowledge of diapering procedures.

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Comment**

Proper hand washing observed throughout the center.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Discussed proper medication documentation and procedures.

|                     |
|---------------------|
| <b>Organization</b> |
|---------------------|

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|                                                 |            |
|-------------------------------------------------|------------|
| <b>591-1-1-.16 Governing Body &amp; License</b> | <b>Met</b> |
|-------------------------------------------------|------------|

**Correction Deadline: 3/13/2019**

**Corrected on 12/10/2021**

**.16(e) - Previous citation pulling in error; was corrected on a previous visit.**

|                                |
|--------------------------------|
| <b>Policies and Procedures</b> |
|--------------------------------|

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|                                                          |            |
|----------------------------------------------------------|------------|
| <b>591-1-1-.21 Operational Policies &amp; Procedures</b> | <b>Met</b> |
|----------------------------------------------------------|------------|

**Comment**

Program observed complete emergency drills

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.27 Posted Notices</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

Observed all required posted notices.

|               |
|---------------|
| <b>Safety</b> |
|---------------|

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|                            |            |
|----------------------------|------------|
| <b>591-1-1-.05 Animals</b> | <b>N/A</b> |
|----------------------------|------------|

**Comment**

Center does not keep animals on premises.

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

Staff were observed to maintain a positive learning environment on this date. Staff stated that redirection is used.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.13 Field Trips(CR)</b> | <b>N/A</b> |
|------------------------------------|------------|

**Comment**

Center does not participate in field trips at this time.

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Center does not provide routine transportation.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records****Records Reviewed: 30****Records with Missing/Incomplete Components: 0**

|                          |                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------|
| Staff # 1                | Met                                                                                         |
| Date of Hire: 11/11/2021 | <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 2                | Met                                                                                         |
| Staff # 3                | Met                                                                                         |
| Date of Hire: 05/19/2021 |                                                                                             |
| Staff # 4                | Met                                                                                         |
| Date of Hire: 02/09/2010 |                                                                                             |
| Staff # 5                | Met                                                                                         |
| Date of Hire: 11/28/2016 |                                                                                             |
| Staff # 6                | Met                                                                                         |
| Date of Hire: 07/02/2019 |                                                                                             |
| Staff # 7                | Met                                                                                         |
| Date of Hire: 08/16/2021 |                                                                                             |
| Staff # 8                | Met                                                                                         |
| Date of Hire: 08/03/2021 |                                                                                             |
| Staff # 9                | Met                                                                                         |
| Date of Hire: 03/10/2020 |                                                                                             |
| Staff # 10               | Met                                                                                         |
| Date of Hire: 09/08/2016 |                                                                                             |
| Staff # 11               | Met                                                                                         |
| Date of Hire: 11/29/2021 | <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 12               | Met                                                                                         |
| Date of Hire: 08/01/2017 |                                                                                             |
| Staff # 13               | Met                                                                                         |

|                          |     |
|--------------------------|-----|
| Staff # 14               | Met |
| Date of Hire: 11/11/2019 |     |
| Staff # 15               | Met |
| Staff # 16               | Met |
| Staff # 17               | Met |
| Date of Hire: 10/01/2019 |     |
| Staff # 18               | Met |
| Date of Hire: 08/03/2021 |     |
| Staff # 19               | Met |
| Staff # 20               | Met |
| Date of Hire: 10/09/2014 |     |
| Staff # 21               | Met |
| Date of Hire: 08/03/2021 |     |
| Staff # 22               | Met |
| Date of Hire: 05/04/2021 |     |
| Staff # 23               | Met |
| Date of Hire: 04/16/2014 |     |
| Staff # 24               | Met |
| Date of Hire: 08/03/2021 |     |
| Staff # 25               | Met |
| Date of Hire: 03/01/2021 |     |
| Staff # 26               | Met |
| Staff # 27               | Met |
| Staff # 28               | Met |
| Date of Hire: 08/23/2021 |     |
| Staff # 29               | Met |
| Date of Hire: 10/14/2019 |     |
| Staff # 30               | Met |
| Date of Hire: 01/23/2020 |     |

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|                                                                      |     |
|----------------------------------------------------------------------|-----|
| 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.

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|                             |                      |
|-----------------------------|----------------------|
| 591-1-1-.14 First Aid & CPR | Technical Assistance |
|-----------------------------|----------------------|

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**Comment**

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

**Technical Assistance**

591-1-1-.14(1) - Consultant discussed CPR courses with the Director and that online only is not accepted. Consultant explained that a hands on portion would be required for CPR.

**Correction Deadline: 1/9/2022**

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

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**Comment**

Documentation observed of required staff training.

**Comment**

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

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

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**Comment**

Staff observed to be compliant with applicable laws and regulations.

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|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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|                                                   |     |
|---------------------------------------------------|-----|
| 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.

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

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**Comment**

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