



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: 9/23/2024 VisitType: Licensing Study

Arrival: 8:45 AM Departure: 12:00 PM

CCLC-46274
Helen Preparatory Academy
2057 Joe Frank Harris Parkway Cartersville, GA 30120 Bartow
County
(770) 606-9333 helenprepacademy@gmail.com

Regional Consultant
Sharnette Glenn
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Mailing Address
Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
09/23/2024	Licensing Study	Good Standing	
10/03/2023	Licensing Study	Good Standing	
12/07/2022	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	A - 1st Left		0	0	C	10	C	NA	NA	Not In Use
Main	B - 2nd Left		0	0	C	17	C	NA	NA	Not In Use
Main	C - Back		0	0	C	5	C	NA	NA	Not In Use
Main	D - Back Right		0	0	C	14	C	NA	NA	Not In Use
Main	E - 2nd Right		0	0	C	8	C	NA	NA	Not In Use
Main	F- 1st Right	One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	1	7	C	31	C	NA	NA	Centers
			Total Capacity @35 sq. ft.: 85			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 7			Total Capacity @35 sq. ft.: 85			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - 3 and up	81	C
Main	B -6wks - 2 yrs old	24	C

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
0	2	2	4	2	0	9

Comments

The purpose of this visit is to conduct a licensing study visit. The consultant left the provider Georgia Safe Siting Program Guidelines and Find Help Georgia Reference Guide For Families. The consultant left technical assistance within child care services with the provider.

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/RuleAndRegulations.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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical assistance is available!



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(Findings Report)

Date: 9/23/2024 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - The consultant discussed with the provider to ensure weekly lesson plans are posted.

Correction Deadline: 9/23/2024

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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.

Correction Deadline: 10/3/2023

Corrected on 9/23/2024

.25(13) - The previous citation was corrected. The consultant did not observe any hazardous items accessible to the children on this day.

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

Correction Deadline: 10/31/2023

Corrected on 9/23/2024

.26(4) - The previous citation was corrected. The consultant observes all gates closed and the fence just had a little rust on it.

Correction Deadline: 10/31/2023

Corrected on 9/23/2024

.26(6) - The previous citation was corrected.

The consultant did not observe residue built up on the yellow swing playground equipment, and the wooden swing was removed.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation the resilient surfacing under the metal play structure on the left playground was observed to be less than two inches thick.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 11/8/2024

Recited on 9/23/2024

Correction Deadline: 10/3/2023

Corrected on 9/23/2024

.26(9) - The previous citation was corrected. The consultant did not observe fungus on the wooden picnic table on the left side of the playground.

Food Service

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

Comment

Center menu meets USDA guidelines.

Correction Deadline: 10/3/2023

Corrected on 9/23/2024

.15(5) - The previous citation was corrected. The consultant observes the current lunch menu on the day of the visit.

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

Comment

Discussed proper steps for dishwashing.

Comment

Kitchen appears clean and well organized.

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License

Met

Correction Deadline: 10/31/2023

Corrected on 9/23/2024

.16(f) - The previous citation was corrected. The center only used Classrooms E and F.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on the observation that the center did not have evidence of their conducted monthly tornado and other emergency drills available.

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: 9/28/2024

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment 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)

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Correction Deadline: 10/4/2023

Corrected on 9/23/2024

.36(4)(b) - The previous citation was corrected. The consultant did not observe any jumping cables or sanitizer wipes accessible to the children.

Correction Deadline: 10/4/2023

Corrected on 9/23/2024

.36(7)(d)1. -The previous citation was corrected. The consultant reviewed the week of August 5, 2024, to September 16, 2024, and completed the first and second checks.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Please ensure that cribs/cots are labeled for individual use.

Staff Records

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 a review of staff records, that staff member #2 did not have both a Records Check Application and fingerprinting from an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained.

Correction Deadline: 9/23/2024

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 a review of staff records, that staff member #2 was on the premises with an expired satisfactory Comprehensive Records Check Determination, which expired on April 17, 2024.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will routinely screen employees and independent contractors prior to allowing them to have access to the children at 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. 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 department's rules and regulations concerning criminal background checks to ensure the Comprehensive Records Check rules are maintained.

Correction Deadline: 9/23/2024

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

Complete first aid kits observed in center and on vehicles.

Comment

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

Correction Deadline: 10/20/2023

Corrected on 9/23/2024

.14(1)(a) -The previous citation was corrected. The consultant reviewed the staff files and reviewed the CPR and First Aid Certifications.

Correction Deadline: 10/31/2023

Corrected on 9/23/2024

.14(2) - The previous citation was corrected. The consultant reviewed the staff files and reviewed the CPR and First Aid Certifications.

591-1-1-.33 Staff Training**Not Met****Comment**

The consultant discussed obtaining the required documentation and putting the documentation in a state binder with the provider.

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on the review of staff files that staff member #1 did not have the required (4) four hours of nutrition training.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 10/4/2024

Recited on 9/23/2024

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined, based on the review of staff files, that staff member #1 did not have the required annual (10) ten hours of training for the year 2023.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 1/1/2025

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)

Not Met

Correction Deadline: 10/3/2023

Corrected on 9/23/2024

.32(2) - The previous citation was corrected. The center was in ratio.

Finding

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that classroom F was observed to have (1) one-year-old, (1) two-year-old, (4) three-year-olds, and (1) four-year-olds and with a ratio of 1:7.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old.

Correction Deadline: 9/23/2024

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

Met

Comment

Adequate supervision observed on this date.