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: 10/7/2022 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 3:45 PM

CCLC-38853

Head of the Class Early Learning Center

7305 Covington Hwy. Lithonia, GA 30058 DeKalb County
(770) 482-7744 headoftheclasslithonia@gmail.com

Regional Consultant

Jessica Johnson

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Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation		
10/07/2022	Licensing Study	Good Standing
06/23/2022	Complaint Investigation by Phone	Good Standing
06/15/2022	Complaint Investigation by Phone	Good Standing

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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Building 2	E/Left		0	0	C	15	C	21	C	
Building 2	F/Right		0	0	C	24	C	33	C	
		Total Capacity @35 sq. ft.: 39			Total Capacity @25 sq. ft.: 87					
Main	A/R side/1R	Six Year Olds and Over	1	9	NC	6	NC	NA	NA	Free Play
Main	B/R side/2R	Four Year Olds and Six Year Olds and Over	1	3	C	11	C	NA	NA	Free Play
Main	C/L Side/1R	Infants and One Year Olds	1	5	C	7	C	NA	NA	Diapering,Floor Play
Main	D/L side/1L	Two Year Olds and Three Year Olds	1	9	C	9	C	NA	NA	Free Play
		Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 87					
Total # Children this Date: 26		Total Capacity @35 sq. ft.: 72			Total Capacity @25 sq. ft.: 87					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG/A/Upper	40	C
Main	PG/B/Concrete	9	C
Main	PG/C/Lower	22	C

Comments
An on-site inspection was conducted on October 7, 2022 with the Provider.Director Melody Carter. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: Developed This Date 10/07/2022

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), 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)

QUALITY RATED CHILD CARE

CAPS

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 a1 855-800-7747 or qualityrated@decal.ga.gov **for more information. Free techincal assistance is available!**

Alexandria Murphy, Program Official Date

Jessica Johnson, 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-.03 Activities **Technical Assistance**

Technical Assistance
591-1-1-.03(3) requires the Center to offer opportunities for each child to make choices in a variety of activities. Consultant discussed with Director providing a variety of choices for activities.

Correction Deadline: 10/7/2022

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

Comment
Discussed adding equipment and toys to enhance variety.

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

Comment
Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms **Technical Assistance**

Comment
Please monitor bathrooms for necessary supplies.

Technical Assistance
591-1-1-.06(4) Consultant discussed with the Director that a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases.

Correction Deadline: 11/6/2022

591-1-1-.19 License Capacity(CR) **Not Met**

Finding
591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that the center cared for nine children in a space that was licensed for six in classroom A/R

POI (Plan of Improvement)
The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 10/7/2022

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Finding
591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that the following hazards were observed:

B/R side 2R
- Broken tile next to the purple square (letter V) alphabet carpet.
- A small hole in the floor next to the second table.

POI (Plan of Improvement)
Floors will be maintained to be safe and sanitary.

Correction Deadline: 10/21/2022

Finding
591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on observation that the air conditioner unit on the playground was accessible to children.

POI (Plan of Improvement)
The Center will re-position or re-install equipment, as needed, and will make all such equipment inaccessible to children.

Correction Deadline: 10/21/2022

Finding
591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed:

- Toilet brush cleaner observed in the hallway restroom.
- Staples in the wall in classrooms A/R side/1R, B/R side/2R, and D/L side/1L.
- Broom and dust pan accessible in room D/L side/1L next to changing station.
- Broom and dust pan accessible in building 2 classroom E/left next to the sink.

POI (Plan of Improvement)
The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 10/7/2022

Technical Assistance
591-1-1-.25(17) Consultant discussed with the Director removing the vines growing through the fence on the Upper playground on the right side.

Correction Deadline: 10/7/2022

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 the following hazards were observed:

A/R side/1R
- Rust on the vent under the window.

B/R side/2R
-Peeling paint under the clock on the left side.
-Peeling paint under the classroom rules chart.

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: 10/7/2022

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

Finding
591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that there was a seven and a half inch gap in the left back fence.

POI (Plan of Improvement)
The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 10/7/2022

Finding
591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following hazards were observed on the playground:

PG/A/Upper
- Peeling paint on the red/yellow seesaw.
- Rust observed on the red merry-go-round.

PG/B/Concrete
- Broken tricycle.

PG/C/Lower
- Broken toy car.

POI (Plan of Improvement)
The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 10/17/2022

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 that the resilient surfacing under the yellow slide on playground PG/A/Upper measured at three inches. Six inches of resilient surfacing was required.

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: 10/21/2022

Recited on 10/7/2022

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 following hazards were observed on the playground:

- Litter was observed on the PG/A/Upper, PG/B/Concrete, and PG/C/Lower playgrounds.

PG/C/Lower playground
- Ladder, water hose, discarded wood, and a broken table were observed under the shed.
- Active ant pile was observed near the entrance gate.
- Exposed cords on the left side of the building.

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.

Correction Deadline: 10/7/2022

Health and Hygiene

591-1-1-.07 Children's Health **Technical Assistance**

Technical Assistance
591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items.

Correction Deadline: 10/7/2022

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

Comment
Hand washing requirements for diapering were discussed with the director on this date.

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

Comment
Staff were observed to remind children to wash hands.

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

Comment
The Provider currently does not dispense/administer medication.

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 a review of records that the fire/tornado drill documentation form was not completed on this date.

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: 10/12/2022

Safety

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

Comment
Center does not keep animals on premises.

591-1-1-.11 Discipline(CR) **Not Met**

Finding
591-1-1-.11(2) requires that Personnel not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; or confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jump seat. It was determined based on observation that staff member #2 aggressively grabbed a two-year-old child by the arm and walked them to the table in classroom D/L side/1L.

POI (Plan of Improvement)
The Center will take immediate action to ensure the action/conduct has ceased; train/review appropriate child guidance techniques with center staff; and have a system in place to monitor and identify inappropriate actions.

Correction Deadline: 10/7/2022

591-1-1-.13 Field Trips(CR) **Met**

Comment
Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **Not Met**

Finding
591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on a review of records that the following hazards were observed in the vehicle:

- A tear in the right passenger seat arm rest.
- A tear in the first seat.
- Floor panel observed rolling up.

POI (Plan of Improvement)
The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 10/21/2022

Finding
591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that the fire extinguisher was not charged and not operable on this date.

POI (Plan of Improvement)
The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 10/10/2022

Finding
591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that the load and unload marks were missing on the following dates:

- September 30, 2022 from Stoneview to Head of the Class Early Learning Center.
- September 28 - 30, 2022 from AKCA2 to Head of the Class Early Learning Center.

POI (Plan of Improvement)
The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 10/7/2022

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding
591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that there were six crib sheets in classroom C/L Side/1R that were not tight-fitting as required on this date. Two out of six cribs were in use on this date.

POI (Plan of Improvement)
The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 10/21/2022

Technical Assistance

591-1-1-.30(2) Consultant discussed with the Director the safe sleep requirements and the use of blankets.

Correction Deadline: 10/7/2022

Correction Deadline: 10/7/2022

Corrected on 10/7/2022
.30(2) - Citation corrected.

Technical Assistance
591-1-1-.30(4). Consultant discussed with the Director that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags.

Correction Deadline: 10/7/2022

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 review of records that staff member # 1 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site prior to being present at the center.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will check 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 check to ensure the CRC rules are maintained.

Correction Deadline: 10/7/2022

Finding
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 the Consultant's review of records that staff member #1 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child was present for care on this date. Staff # 1 was observed in classroom B/R side/2R. Staff #1 hire date was September 13, 2022.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will check 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 check to ensure the CRC rules are maintained.

Correction Deadline: 10/7/2022

591-1-1-.31 Staff(CR) **Not Met**

Finding
591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records that staff member # 2 did not have a written verification of the credential or degree awarded to the lead teacher on this date.

POI (Plan of Improvement)
The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

Correction Deadline: 10/21/2022

Staffing and Supervision

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

Comment
Discussed combining children of mixed ages.

591-1-1-.32 Supervision(CR) **Not Met**

Finding
591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm’s length away from children thirty-six (36) months of age and younger. It was determined based on observation that a staff member was observed responsible for classroom A/ R side/ 1R and classroom B/ R side/ 2R on this date. The staff member was observed supervising both classrooms during center time for approximately five minutes before combining the classes into classroom B/ R side/ 2R.

POI (Plan of Improvement)
The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 10/7/2022