



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: 5/11/2022 **VisitType:** Licensing Study

Arrival: 10:35 AM **Departure:** 2:15 PM

CCLC-27608

Heritage Hills Early Learning Center

2987 Highway 212 SW Conyers, GA 30094 Rockdale County
 (770) 922-2027 lisadawkins2@hotmail.com

Regional Consultant

Yolanda Harris

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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.
11/23/2021	Complaint Investigation by Phone	Good Standing	
10/26/2021	Monitoring Visit	Good Standing	
05/27/2021	POI Follow Up	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/P 115	Infants	2	4	C	10	C	NA	NA	Nap
Main	B/ P113	One Year Olds	1	7	C	10	C	NA	NA	Lunch
Main	C/ P117	One Year Olds and Two Year Olds	2	10	C	14	C	NA	NA	Transitioning
Main	D/ P112	Two Year Olds	2	10	C	14	C	NA	NA	Story
Main	E/ P111	Three Year Olds	2	13	C	14	C	NA	NA	Story
Main	F/ P 109	Three Year Olds	2	9	C	14	C	NA	NA	Lunch
Main	P 107		0	0	C	15	C	NA	NA	
Main	P102	Four Year Olds	2	8	C	19	C	NA	NA	Transitioning
Main	P104		0	0	C	15	C	21	C	Not In Use
Main	P105		0	0	C	19	C	NA	NA	Not In Use
Main	Upstairs Kdg Rm 217	Five Year Olds	1	12	C	14	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 158					Total Capacity @25 sq. ft.: 164					
Total # Children this Date: 73					Total Capacity @25 sq. ft.: 164					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant Room	58	C
Main	S/A Playground	53	C

Comments

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.decgal.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



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@decgal.ga.gov for more information. Free technical assistance is available!

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)

Lisa Dawkins, Program Official

Date

Yolanda Harris, Consultant

Date

Neli Todorova, Consultant

Date



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Findings Report

Date: 5/11/2022 **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

Please ensure current lesson plans are on site that reflect appropriate instruction practices and activities to support children's development.

Correction Deadline: 5/11/2022

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

Technical Assistance

Technical Assistance

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

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

Technical Assistance

Technical Assistance

Swimming is provided off site. Provider discussed that the children are provided swimming activities off site with a licensed life guard and staff on site at all times.

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**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**Technical Assistance****Comment**

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please ensure functioning exhaust fans are operating to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined []

Correction Deadline: 6/10/2022

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(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation in room 107 the after school room, peroxide, and sunscreen lotion were accessible in a bottom cabinet under the sink. In an upper unlocked cabinet, disinfectant spray, lysol spray and wipes were accessible.

-In each room above the sink area on attachment hooks a bleach spray solution and a soap spray solution were accessible to providers and children.

-In room 217, body lotion, air freshner, white-out, adult scissors, lysol spray, stapler, and hand sanitizer were accessible.

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.

Director discuss that she will make revisions and move the bleach solution and soap solution to a higher attachment inaccessible to the students.

Correction Deadline: 5/11/2022

Technical Assistance

Please ensure that ventilation vents are free of debris and in good repair.

Correction Deadline: 5/11/2022

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

Technical Assistance

Please ensure all equipment is anchored.

Discussed with provider concerning bolts sticking out the fencing area and ways to correct the issue.

Discussed with provider blue helicopter play equipment needs to be nailed down due to nail bulging out from under the structure.

Correction Deadline: 5/21/2022

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

Center menu meets USDA guidelines.

Comment

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://decalfga.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.

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Comment**

Proper diapering procedures observed.

Technical Assistance

Please ensure ventilation in the diapering areas with functioning exhaust fans and a duct system are clean and working order.

Correction Deadline: 5/11/2022

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

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on record in room 115, the authorization for medication form was incomplete with missing the date, time given, amount, any adverse actions and administered by information for May 10, 2022.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 5/11/2022

Organization

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

Met

Technical Assistance

Consultant discussed with the provider that rooms 212 and 213, as well as Special Use Chapel Room need to be added to the license. The provider will submit an Application for an Amendment through the DECAL Koala account.

Correction Deadline: 5/25/2022

Policies and Procedures

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

Met

Technical Assistance

Please ensure that the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations.

Consultant will provide a copy of the Emergency Plan Template provided by the agency to the provider.

Correction Deadline: 5/16/2022

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 record of the drills provided, the last date for the tornado drill was August 2021, and the last lock down drill was conducted on September 2021.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years. Tornado and Lock Down drills are to be done every six months.

Correction Deadline: 5/16/2022

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Animals maintained clean and appropriately caged.

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)**Met****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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

Discussed with provider that each crib shall have only an individual, tight-fitting sheet and tucked tightly which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 5/11/2022

Technical Assistance

Please ensure that cots and mats are repaired or replaced when they have tears or visible holes.

Correction Deadline: 5/11/2022

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation in room 115, a swaddle was used for three sleeping infants.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 5/11/2022

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 01/26/2009

Staff # 2

Met

Date of Hire: 01/08/2021

Staff # 3 Met

Date of Hire: 01/27/2021

Staff # 4 Met

Date of Hire: 11/19/2010

Staff # 5 Met

Date of Hire: 08/30/2021

Staff # 6 Met

Date of Hire: 09/08/2008

Staff # 7 Met

Date of Hire: 01/12/2022

Staff # 8 Met

Date of Hire: 08/03/2013

Staff # 9 Met

Date of Hire: 10/09/2017

Staff # 10 Met

Date of Hire: 04/25/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 11 Met

Date of Hire: 01/07/2011

Staff # 12 Met

Date of Hire: 10/25/2011

Staff # 13 Met

Date of Hire: 12/23/2021

Staff # 14 Met

Date of Hire: 01/27/2022

Staff # 15 Met

Date of Hire: 01/26/2009

Staff # 16 Met

Date of Hire: 08/15/2021

Staff # 17 Met

Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

Date of Hire: 01/18/2021

Staff # 18

Met

Date of Hire: 04/19/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19

Met

Date of Hire: 11/08/2021

Staff # 20

Met

Date of Hire: 10/18/2021

Staff # 21

Met

Date of Hire: 01/24/2022

Staff # 22

Met

Date of Hire: 08/20/2021

Staff # 23

Met

Date of Hire: 08/03/2015

Staff # 24

Met

Date of Hire: 08/06/2020

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided 6 file(s) for employees hired since last visit.

Comment

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete.

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

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

Technical Assistance

Discuss with provider, staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016.

Correction Deadline: 6/10/2022**591-1-1-.33 Staff Training****Met**

Comment

Documentation observed of required staff training.

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.

Comment

Nutrition Training is to be conducted the first year of employment. The cook needs to take four hours of nutrition training within the first year of hire date.

Correction Deadline: 6/10/2022

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)**Met****Comment**

Center observed to maintain appropriate staff:child ratios.

Comment

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

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

Adequate supervision observed on this date.

Comment

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