



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: 8/23/2021 **VisitType:** Licensing Study

Arrival: 10:30 AM

Departure: 11:55 AM

CCLC-1008

Highlands School

9405 Nesbit Ferry Road Alpharetta, GA 30022 Fulton County
 (770) 594-1006 florence.highlands@aol.com

Regional Consultant

LaToya Longshore

Phone: (470) 542-7388

Fax: (404) 478-8102

latoya.longshore@decal.ga.gov

Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.
08/23/2021	Licensing Study	Good Standing	
05/07/2021	Monitoring Visit	Good Standing	
09/25/2020	Licensing Study	Good Standing	

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 1	1L	One Year Olds	1	4	C	13	C	NA	NA	Art
Building 1	1L Rear	Two Year Olds	1	2	C	13	C	NA	NA	Centers
Building 1	2L	Infants	1	1	C	26	C	NA	NA	Feeding
Building 1	3L		0	0	C	27	C	NA	NA	Centers
Total Capacity @35 sq. ft.:			79		Total Capacity @25 sq. ft.: 206					
Building 2	Down L	GA PreK	2	12	C	32	C	45	C	Centers
Building 2	Down R	GA PreK	2	11	C	32	C	44	C	Centers
Building 2	Up L	GA PreK	2	11	C	32	C	45	C	Outside
Building 2	Up R		0	0	C	31	C	43	C	
Total Capacity @35 sq. ft.:			127		Total Capacity @25 sq. ft.: 206					
Total # Children this Date:			41		Total Capacity @25 sq. ft.: 206					

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Playground A- Front	4	C
Building 1	Playground B	13	C

Building 1	Playground C	34	C
Building 1	Playground D - Back	74	C

Comments

An Administrative Review was conducted on August 23, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on August 23, 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.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



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.decal.ga.gov/>
 Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation’s (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI’s website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@decal.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.



**Bright from the Start 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

Findings Report

Date: 8/23/2021 **VisitType:** Licensing Study

Arrival: 10:30 AM

Departure: 11:55 AM

CCLC-1008

Highlands School

9405 Nesbit Ferry Road Alpharetta, GA 30022 Fulton County
(770) 594-1006 florence.highlands@aol.com

Regional Consultant

LaToya Longshore

Phone: (470) 542-7388

Fax: (404) 478-8102

latoya.longshore@dec.al.ga.gov

Mailing Address

Same

The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

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

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

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

Met

Comment

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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**

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.

Safety

591-1-1-.11 Discipline(CR)**Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/02/2021	
Staff # 3	Met
Date of Hire: 09/28/2020	
Staff # 4	Met
Date of Hire: 08/01/2019	
Staff # 5	Met
Date of Hire: 07/22/2021	
Staff # 6	Met
Date of Hire: 01/25/2018	
Staff # 7	Met
Date of Hire: 08/06/2021	
Staff # 8	Met
Date of Hire: 03/15/2004	

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 9 Met
Date of Hire: 08/01/2003

Staff # 10 Met
Date of Hire: 08/23/2011

Staff # 11 Met
Date of Hire: 08/03/2021

Staff Credentials Reviewed: 1

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met

Comment
Criminal record checks were observed to be complete.

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.

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

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