



**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:** 9/23/2021    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 4:30 PM

**CCLC-13448**

**PRIME TIME @ HAMILTON E HOLMES ELEMENTARY**

2301 CONNALLY DRIVE East Point, GA 30344 Fulton County  
(404) 767-3092 62joy63@gmail.com

**Regional Consultant**

Michelle Smith

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2301 Connally Drive  
East Point, GA 30344

**Quality Rated:** No

<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/23/2021	Licensing Study	Good Standing	
12/09/2019	Licensing Study	Good Standing	
05/01/2019	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	Cafeteria	Four Year Olds and Five Year Olds and Six Year Olds and Over	3	29	C	92	C	NA	NA	Homework
Main	Computer Lab		0	0	C	19	C	NA	NA	Not In Use
Main	Gym		0	0	C	136	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 93			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 29			Total Capacity @35 sq. ft.: 93			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Field	69	C

**Comments**

An Administrative Review was conducted on October 6, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 23, 2021, with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

A Criminal Records Affidavit was issued to the program.  
A Criminal Records Citation was issued.

Plan of Improvement: Developed This Date 09/23/2021

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.

### 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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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 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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Cheryl Denham, Program Official

Date

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Michelle Smith, Consultant

Date



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### Findings Report

**Date:** 9/23/2021    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 4:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Equipment was not directly observed on this date.

**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 was not directly observed on this date.

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

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. License space was not directly observed on this date.

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

**Met**

**Comment**

Playground was not directly observed on this date.

### Health and Hygiene

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

**Met**

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

Hand washing was not directly observed on this date.

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

The Provider currently does not dispense/administer medication.

<b>Organization</b>
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**591-1-1-.37 Inspections & Investigations****Not Met****Finding**

591-1-1-.37(d) requires the Center and Staff to cooperate with any inspection or investigation by responding truthfully to any legitimate departmental inquiry. Failure to cooperate with a Department inspection or investigation shall constitute good cause for the denial, restriction, revocation or suspension of a License, Permit or commission. It was determined based on observation that the program director did not comply with the requirements for the scheduled and confirmed virtual visit dated for September 23, September 24, 2021.

**POI (Plan of Improvement)**

The Center and Center staff will cooperate truthfully with any inspection or investigation.

**Correction Deadline: 12/31/2021**

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Not Met****Technical Assistance**

591-1-1-.21(1)(p) - Consultant provided the program director with an updated template for the emergency preparedness plan.

**Correction Deadline: 9/28/2021****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 review of records that emergency tornado and lock down drills were not conducted every six months as required by the Department.

**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: 12/31/2021****Recited on 9/23/2021**

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Consultant was unable to evaluate the learning environment on this date, due to the program director not complying with the virtual visit requirements.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

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**Staff Records**

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**Records Reviewed: 4****Records with Missing/Incomplete Components: 2**

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Staff # 1

Not Met

Date of Hire: 12/04/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 2

Met

Date of Hire: 05/07/2015

Staff # 3

Met

Date of Hire: 10/05/2020

Staff # 4

Not Met

Date of Hire: 01/19/2021

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

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**Staff Credentials Reviewed: 1**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined It was determined based on review of record that staff person # did not have a ported criminal records check

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will [ ] to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 [ ] to ensure CRC rules are maintained.

**Correction Deadline: 9/23/2021**

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**591-1-1-.24 Personnel Records**

**Defer**

**Defer**

591-1-1-.24(1)- Consultant will evaluate this rule during the next regulatory visit scheduled.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 12/14/2019**

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**591-1-1-.33 Staff Training**

**Not Met**

**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 review of records that two staff did not have valid evidence of completing the 10 clock hours of annual training as required for 2020.

**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: 12/31/2021**

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**591-1-1-.31 Staff(CR)**

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Adequate supervision was not directly observed on this date.

**Comment**

Adequate supervision was not directly observed on this date.