



**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:** 4/1/2022      **VisitType:** Licensing Study      **Arrival:** 2:35 PM      **Departure:** 4:00 PM

**CCLC-45823**

**Highland Kids Academy (Afterschool)**

7300 Whittlesey Boulevard Columbus, GA 31909 Muscogee County  
 (706) 221-5947 Linda@highlandkidsacademy.com

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<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.
04/01/2022	Licensing Study	Good Standing	
11/17/2021	Monitoring Visit	Good Standing	
05/18/2021	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	G	Six Year Olds and Over	1	9	C	15	C	NA	NA	Homework
Main	Room - F	Six Year Olds and Over	1	13	C	0	NC	NA	NA	Centers, Homework
Main	Room A	Six Year Olds and Over	1	11	C	21	C	NA	NA	Free Play, Centers
Main	Room B	Six Year Olds and Over	1	8	C	16	C	NA	NA	Story
Main	Room C	Six Year Olds and Over	1	8	C	15	C	NA	NA	Centers, Free Play
Main	Room D	Six Year Olds and Over	1	8	C	16	C	NA	NA	Outside, Transitioning
Main	Room E	Five Year Olds and Six Year Olds and Over	1	9	C	16	C	NA	NA	Transitioning, Outside

Total Capacity @35 sq. ft.: 99

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 66

Total Capacity @35 sq. ft.: 99

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	109	C

**Comments**

April 12, 2022--An admin review was completed on this date.

Plan of Improvement: Developed This Date 04/01/2022

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.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 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](mailto:qualityrated@dec.state.ga.us) 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](http://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)

Linda Fischer, Program Official

Date

Penny Svenson, Consultant

Date



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### Findings Report

**Date:** 4/1/2022 **VisitType:** Licensing Study **Arrival:** 2:35 PM **Departure:** 4:00 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**

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

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 1**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3 Met

Child # 4 Met

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that one out of four children's applications did not have the address listed for whom the child could be release to.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 4/1/2022**

	<b>Facility</b>
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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Please monitor bathrooms for necessary supplies.

**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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Technical Assistance**

The Consultant discussed with the Director on the date of the visit that holes where children dug should be monitored and filled in so that a tripping hazard was not posed.

**Correction Deadline: 4/1/2022**

	<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Met**

**Comment**

Center menu meets USDA guidelines.

	<b>Health and Hygiene</b>
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**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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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Staff were observed to remind children to wash hands.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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<b>591-1-1-.29 Required Reporting</b>	<b>Met</b>
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**Comment**

Thank you for reporting as required.

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

Center does not keep animals on premises.

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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

Center does not participate in field trips at this time.

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

Complete documentation of transportation observed.

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

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

<b>Staff Records</b>
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<b>Records Reviewed: 22</b>
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<b>Records with Missing/Incomplete Components: 0</b>
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Staff # 1	Met
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Date of Hire: 01/05/2019

Staff # 2	Met
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Date of Hire: 01/08/2019

Staff # 3	Met
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Date of Hire: 10/15/2019

Staff # 4	Met
Staff # 5	Met
Date of Hire: 07/05/2019	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 05/08/2020	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 01/10/2017	
Staff # 10	Met
Date of Hire: 02/09/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met
Date of Hire: 05/17/2016	
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 05/06/2020	
Staff # 16	Met
Date of Hire: 02/22/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Date of Hire: 05/08/2020	

**Staff Credentials Reviewed: 2**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

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