



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: 5/18/2021 **VisitType:** Licensing Study **Arrival:** 3:30 PM **Departure:** 4:30 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@dec.al.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. 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.
05/18/2021	Licensing Study	Good Standing	
12/09/2020	POI Follow Up	Good Standing	
11/20/2020	Incident Investigation Closure	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	Five Year Olds and Six Year Olds and Over	1	8	C	15	C	NA	NA	Art
Main	Gym		0	0	C	222	C	NA	NA	
Main	H		0	0	C	50	C	NA	NA	
Main	Room A	Six Year Olds and Over	1	9	C	21	C	NA	NA	Free Play, Art
Main	Room B	Six Year Olds and Over	1	11	C	16	C	NA	NA	Outside
Main	Room C	Six Year Olds and Over	1	8	C	15	C	NA	NA	Centers, Free Play
Main	Room D		1	0	C	16	C	NA	NA	Art, Centers, Free Play
Main	Room E	Six Year Olds and Over	1	6	C	16	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 154						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 42			Total Capacity @35 sq. ft.: 154			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	109	C

Comments

An Administrative Review was conducted on . Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on May 14, 2021, with the staff person in charge. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on May 12, 2021, was reviewed during the virtual inspection.

The visit was closed out on May 25, 2021, pending requested documentation.

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

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.

- 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)

Linda Fischer, Program Official

Date

Penny Svenson, 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-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center. A virtual visit was conducted due to COVID-19 Pandemic.

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

Met

Comment

Center does not provide swimming activities.

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.

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Bathrooms observed to be clean and well maintained. A virtual visit was conducted due to COVID-19 pandemic.

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

Licensed capacity observed to be routinely met by center. A virtual visit was conducted due to COVID-19 Pandemic.

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

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

591-1-1-.15 Food Service & Nutrition	Met
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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	Technical Assistance
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Technical Assistance

The Consultant discussed with the Director to ensure there are thermometers present in the freezer and refrigerator.

Correction Deadline: 5/18/2021

Health and Hygiene

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

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

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

Please ensure soiled items are stored inaccessible to children.

591-1-1-.20 Medications(CR)	Technical Assistance
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Technical Assistance

The Consultant discussed with the Director that written authorization to dispense medication is limited to two weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law.

Correction Deadline: 5/18/2021

Safety

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date. A virtual visit was conducted due to COVID-19 Pandemic.

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**

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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.

Staff Records

Records Reviewed: 23**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
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Date of Hire: 01/05/2019

Staff # 2	Met
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Date of Hire: 05/28/2020

Staff # 3	Met
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Date of Hire: 01/08/2019

Staff # 4	Met
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Date of Hire: 10/15/2019

Staff # 5	Met
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Date of Hire: 07/05/2019

Staff # 6	Met
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Date of Hire: 05/31/2019

Staff # 7 Met

Date of Hire: 05/08/2020

Staff # 8 Met

Date of Hire: 01/26/2017

Staff # 9 Met

Date of Hire: 01/10/2017

Staff # 10 Met

Date of Hire: 05/16/2019

Staff # 11 Met

Date of Hire: 05/17/2016

Staff # 12 Met

Date of Hire: 02/11/2020

Staff # 13 Met

Staff # 14 Met

Staff # 15 Met

Staff # 16 Met

Date of Hire: 05/30/2009

Staff # 17 Met

Date of Hire: 05/06/2020

Staff # 18 Met

Date of Hire: 02/16/2019

Staff # 19 Met

Date of Hire: 04/07/2021

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

Staff # 20 Met

Date of Hire: 01/22/2019

Staff # 21 Met

Date of Hire: 12/18/2017

Staff # 22 Met

Date of Hire: 05/08/2020

Staff # 23

Met

Date of Hire: 05/08/2020

Staff Credentials Reviewed: 3**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met****Comment**

Criminal record checks were observed to be complete. The Consultant reminded the Director to monitor criminal record checks that were due to expire in 2021 and to renew them as required.

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

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

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

Discussed staff training. Please obtain required documentation.

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. A virtual visit was conducted due to COVID-19 Pandemic.

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

Staff observed to provide direct supervision and be attentive to children's needs. A virtual visit was conducted due to COVID-19 Pandemic.