



**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:** 12/8/2022    **VisitType:** Monitoring Visit    **Arrival:** 3:10 PM    **Departure:** 6:00 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.
12/08/2022	Monitoring Visit	Good Standing	
04/01/2022	Licensing Study	Good Standing	
11/17/2021	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	G	Five Year Olds and Six Year Olds and Over	1	10	C	15	C	NA	NA	Centers, Art, Free Play
Main	H		0	0	C	10	C	NA	NA	Art, Transitioning, Centers
Main	I		0	0	C	9	C	NA	NA	
Main	Room A	Six Year Olds and Over	1	14	C	21	C	NA	NA	Free Play, Art, Story
Main	Room B	Five Year Olds	1	7	C	16	C	NA	NA	Art
Main	Room C	Six Year Olds and Over	1	8	C	15	C	NA	NA	Art
Main	Room D	Six Year Olds and Over	1	11	C	16	C	NA	NA	Outside
Main	Room E	Six Year Olds and Over	1	10	C	16	C	NA	NA	Outside
Main	Room F		0	0	C	0	C	NA	NA	
Total Capacity @35 sq. ft.: 118			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 60			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	109	C

**Comments**

December 8, 2022--The visit was completed on this date. The findings were discussed with the Assistant Director.

Plan of Improvement: Developed This Date 12/08/2022

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/RuleAndRegulations.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

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Not Met**

#### Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that in the first classroom on the left as the center was entered that the sink in the housekeeping area had dirt and sand present in the bottom of the container.

#### POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 12/8/2022**

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

**Met**

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

**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

**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 three 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: 12/23/2022**

**Recited on 12/8/2022**

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Facility**Finding**

591-1-1-.06(6) requires Center Staff to equip bathrooms with soap, toilet tissue and single-use towels or cloth towels used only once between launderings. It was determined based on observation that the soap container that was present in the girl's bathroom had water in the container and not soap. Further, there was a container with hand sanitizer that was meant to be used with the commercial container that was mounted on the wall, but the container sat on top of the counter and could only be used if it was picked up.

**POI (Plan of Improvement)**

The Center will provide all required supplies and will train and monitor Staff to ensure that supplies are available in bathrooms. Cloth towels will be used only once between laundering.

**Correction Deadline: 12/8/2022**

**Comment**

Licensed capacity observed to be routinely met by center.

**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 that all storage closets in the classrooms and in the hallway were unlocked and items labeled keep out of reach of children were present. Further, pictures were obtained that reflected the items labeled keep out of reach of children that were present in the storage closets on this date. Also, a staff members purse was present in the first classroom on the left hand side as the center was entered.

**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. Locks will be placed on the storage closets and any items labeled keep out of reach of children will be placed in the closet, to include any purses. Storage closets in the hallways will be locked and kept inaccessible to children.

Correction Deadline: 12/8/2022

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

**Not Met**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there were holes on the back middle and back right side of the playground, and the largest hole measured 52 inches by 63 inches.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 12/8/2022

**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.

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

**Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Assistant Director that lids remain on trash containing organic waste.

**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**

Age-appropriate discussion and/or redirection observed.

**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Field trip documentation observed to be complete.

**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: 30**

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

Staff # 1

Met

**Records Reviewed: 30****Records with Missing/Incomplete Components: 0**

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Date of Hire: 01/05/2019

Staff # 2 Met

Date of Hire: 01/08/2019

Staff # 3 Met

Date of Hire: 10/15/2019

Staff # 4 Met

Date of Hire: 09/20/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 5 Met

Staff # 6 Met

Date of Hire: 07/05/2019

Staff # 7 Met

Staff # 8 Met

Date of Hire: 10/24/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 9 Met

Date of Hire: 05/08/2020

Staff # 10 Met

Staff # 11 Met

Date of Hire: 01/10/2017

Staff # 12 Met

Date of Hire: 02/09/2022

Staff # 13 Met

Date of Hire: 05/17/2016

Staff # 14 Met

Staff # 15 Met

Date of Hire: 10/31/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 16 Met

Staff # 17 Met

Staff # 18 Met

**Records Reviewed: 30****Records with Missing/Incomplete Components: 0**

Date of Hire: 12/05/2022

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

Staff # 19

Met

Date of Hire: 05/06/2020

Staff # 20

Met

Staff # 21

Met

Date of Hire: 02/22/2022

Staff # 22

Met

Staff # 23

Met

Date of Hire: 05/28/2022

Staff # 24

Met

Staff # 25

Met

Staff # 26

Met

Date of Hire: 05/28/2022

Staff # 27

Met

Staff # 28

Met

Staff # 29

Met

Date of Hire: 05/08/2020

Staff # 30

Met

Date of Hire: 05/28/2022

**Staff Credentials Reviewed: 2****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.

**Technical Assistance**

The Consultant discussed with the Assistant Director that children that walked in the hall to use the bathroom should be monitored by a staff member and if there was not anyone available to monitor the hall that children should be shifted and a staff member pulled so that children were properly supervised.

**Correction Deadline: 12/8/2022**