



**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:** 6/1/2022 **VisitType:** Licensing Study

**Arrival:** 10:30 AM **Departure:** 12:00 PM

**CCLC-33726**

**The Highlander School**

1212 McPherson Ave. Atlanta, GA 30316 DeKalb County  
 (404) 221-2420 admin@thehighlanderschool.com

**Mailing Address**  
 Same

**Regional Consultant**

Stacy Whitten

Phone: (770) 405-7920

Fax: (404) 478-8021

stacy.whitten@dec.al.gov

Joint with: Alicia Loney

**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.
06/01/2022	Licensing Study	Good Standing	
10/07/2021	Complaint Closure	Good Standing	
10/07/2021	Complaint Investigation & Monitoring Visit	Good Standing	
			<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.

**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	A1- 1st right	Infants and One Year Olds	2	6	C	8	C	NA	NA	Lunch
Main	A2 - 1R - Napping		0	0	C	5	C	NA	NA	
Main	B - 2nd right		0	0	C	18	C	NA	NA	
Main	Back Left	Three Year Olds and Four Year Olds and Five Year Olds	2	16	C	20	C	NA	NA	Outside
Main	C - 1st Left	Two Year Olds and Three Year Olds	2	9	C	14	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 65			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 31			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Deck Play Area	3	C
Main	Front/Side	14	C
Main	Playground	83	C

**Comments**

The purpose of this visit was to conduct a Licensing Study and follow up on previous rule violations.

Plan of Improvement: Developed This Date 06/01/2022

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.decgal.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 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@decgal.ga.gov](mailto:qualityrated@decgal.ga.gov) 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)

Rukia Rogers, Program Official

Date

Stacy Whitten, Consultant

Date

Alicia Loney, Consultant

Date



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### Findings Report

**Date:** 6/1/2022 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 12:00 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1.12 Equipment & Toys(CR)

Technical Assistance

##### Comment

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

##### Technical Assistance

591-1-1.12(4) - Please ensure the small wood shelf in the first left classroom is secured so it will not pose as a tipping hazard.

**Correction Deadline: 6/1/2022**

#### 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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

#### 591-1-1.08 Children's Records

Met

##### Comment

Parent agreements observed obtained/completed.

**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)****Not Met****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 there were the following hazards accessible to children; in the unlocked staff bathroom there was a lit candle and cleaning products on a low table, and in the back left classroom there was a bottle of lysol cleaner in a low unlocked cabinet, and a staff purse was stored in a low cubby.

**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.

**Correction Deadline: 6/1/2022**

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

Playground observed to be clean and in good repair.

**Technical Assistance**

591-1-1-.26(9) - Please ensure the the following areas are monitored and repaired or removed; the mushrooms beginning to grow on tree stump, vines growing through the fence, and the wooden lattice at the bottom of the deck.

**Correction Deadline: 6/1/2022**

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

**Correction Deadline: 10/12/2021**

**Corrected on 6/1/2022**

**.15(1) - Correction in the previous citation in that the consultant observed written parent permission for oat milk.**

**Correction Deadline: 10/12/2021**

**Corrected on 6/1/2022**

**.15(2)(f) - Correction of the previous citation in that the lunch items were observed to be cut in an appropriate size pieces.**

**Technical Assistance**

591-1-1-.15(9) - Please ensure any child a meal modification that is not meeting USDA Guidelines, has documentation from a Doctor on file.

**Correction Deadline: 6/1/2022**

**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.27 Posted Notices** **Met**

**Comment**

Please make sure that all required signs are posted and up to date.

**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**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Technical Assistance**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Technical Assistance**

591-1-1-.30(1)(a)1 - Please ensure that all cribs side rails are tightly secured.

**Correction Deadline: 6/1/2022**

**Staff Records**

**Records Reviewed: 12**

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

Staff # 1	Met
Staff # 2	Met
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	

**Records Reviewed: 12****Records with Missing/Incomplete Components: 2**

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.09-Criminal Records Check Missing

Staff # 4	Met
Date of Hire: 11/15/2021	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 04/15/2013	
Staff # 7	Met
Date of Hire: 05/31/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Staff # 9	Met
Date of Hire: 04/15/2013	
Staff # 10	Met
Staff # 11	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 12	Met

**Staff Credentials Reviewed: 5**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**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 based on a review of records and observation that two employees were on site with evidence of satisfactory comprehensive background check letters that had not been ported to the center prior to employment.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review background check rules and follow up 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 review background check training and return signature affidavit and port all employees background check letters to their koala account prior to employment, to ensure CRC rules are maintained.

**Correction Deadline: 6/1/2022**

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**591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

Please ensure the first aid kit is complete and easily accessible for emergency situations.

**Technical Assistance**

591-1-1-.14(1) - Please ensure all staff obtain CPR and First Aid certification within 90 days of hire and that the certification is maintained. Please ensure any online CPR / First Aid training contains the additional hands on portion.

**Correction Deadline: 7/1/2022**

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

Documentation observed of required staff training.

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

Staff observed to be compliant with applicable laws and regulations.

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

Center observed to maintain appropriate staff:child ratios.

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

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