



**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:** 11/23/2021 **VisitType:** Licensing Study

**Arrival:** 9:40 AM

**Departure:** 10:40 AM

**CCLC-27330**

**Kid's Time Learning Academy**

567 Hamilton Holmes Dr. NW Atlanta, GA 30318 Fulton County  
 (404) 792-9933 dixonvd@bellsouth.net

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@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.
11/23/2021	Licensing Study	Good Standing	
06/24/2021	Monitoring Visit	Good Standing	
01/13/2021	Complaint 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
I: Main	1L: A	Infants and One Year Olds and Two Year Olds	2	6	C	22	C	NA	NA	Floor Play
I: Main	1R: E-Front		0	0	C	23	C	NA	NA	Not In Use
I: Main	1R: F		0	0	C	12	C	NA	NA	Not In Use
I: Main	2L: B	Three Year Olds and Four Year Olds	1	5	C	20	C	NA	NA	Centers, Transitioning
I: Main	2R: D-Middle	Five Year Olds and Six Year Olds and Over	1	6	C	23	C	NA	NA	Transitioning
I: Main	3R: C-Rear		0	0	C	22	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 122			Total Capacity @25 sq. ft.: 0							
I: Main-Rear	2R: G		0	0	C	12	C	NA	NA	Not In Use
I: Main-Rear	3R: H		0	0	C	12	C	NA	NA	Not In Use
I: Main-Rear	4R: I		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 41			Total Capacity @25 sq. ft.: 0							
II: Rear/Kit	J: Left		0	0	C	18	C	NA	NA	Not In Use
II: Rear/Kit	K: Right		0	0	C	15	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 33					Total Capacity @25 sq. ft.: 0					
Modular	L: Left		0	0	C	14	C	NA	NA	Not In Use
Modular	M: Right		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 34					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 17		Total Capacity @35 sq. ft.: 230			Total Capacity @25 sq. ft.: 0					


Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

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



Plan of Improvement: Developed This Date 11/23/2021

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.

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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@decals.ga.gov](mailto:CCSRefutations@decals.ga.gov).

- 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://decals.ga.gov/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.

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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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Dana Dixon, Program Official

Date

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Lajuana Williams, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(1) - Please ensure a full day schedule is posted for after school age children when they are present for school breaks and summer.

**Correction Deadline: 11/23/2021**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through a variety of equipment and toys were observed throughout the center. Daily cleaning and disinfecting was discussed with the Director this date.

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

**N/A**

**Comment**

Center does not provide swimming activities.

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center was observed to be compliant with the Licensed capacity.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there were no hazards observed accessible to children on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through both playgrounds were observed to be in good repair. Please ensure leaves are blown regularly to prevent an accumulation.

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**Health and Hygiene**

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

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through diapering was not directly observed this date. A compliant diapering area was observed and the Director stated proper knowledge of the rules this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through proper hand washing was observed.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****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 observation during an administrative review that lock down drills were not conducted every six months.

**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: 11/28/2021**

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

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

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**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through discipline was not directly observed. Staff stated proper knowledge of the rules this date.

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

Center does not participate in field trips at this time.

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

During an administrative review complete documentation of home and school transportation was observed for the first week of November 2021. Please ensure times are correctly noted for school transportation. If the vehicle leaves the center to pick up children from multiple schools before returning to the center, the time of departure from the center should be the same and time to return to the center should be the same. The only time different would be the actual time the first child entered the vehicle at each location. Please ensure checklists are reviewed for accuracy.

The vehicle used for transportation was not stored on site and was unavailable for review this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through a pleasant nap time environment observed .A compliant crib was observed for the one infant in care and safe sleep position discussed with the Director this date.

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<b>Staff Records</b>
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**Records Reviewed: 7****Records with Missing/Incomplete Components: 1**

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Staff # 1	Met
Date of Hire: 02/08/2016	
Staff # 2	Met
Date of Hire: 07/01/2011	
Staff # 3	Met
Date of Hire: 09/12/2016	
Staff # 4	Met
Date of Hire: 01/09/2004	
Staff # 5	Met
Date of Hire: 07/13/2007	
Staff # 6	Not Met
Date of Hire: 11/01/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 7	Met
Date of Hire: 09/17/2002	

**Staff Credentials Reviewed: 6**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Criminal record checks were observed to be complete and verified in Koala Outback.

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

**Technical Assistance**

591-1-1-.33 - Please ensure all training is state approved and certificates contain both approval codes and the trainer code.

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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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center was observed to maintain appropriate staff:child ratios.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed on this date.