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

Date: 8/21/2024 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 1:00 PM **Departure:** 6:00 PM

CCLC-38853
Head of the Class Early Learning Center
7305 Covington Hwy. Lithonia, GA 30058 DeKalb County
(770) 482-7744 headoftheclassdirector@gmail.com

Regional Consultant
Cassandra Jakes-Beasley
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Mailing Address
Same

Quality Rated: ★★

Compliance Zone Designation		
08/21/2024	Complaint Investigation & Licensing Study	Good Standing
06/18/2024	TA Follow Up	NA
05/23/2024	TA Follow Up	NA

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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Building 2	E/Left	Five Year Olds and Six Year Olds and Over	1	7	C	15	C	21	C	Transitioning,Floor Play
Building 2	F/Right		0	0	C	24	C	33	C	Not In Use
		Total Capacity @35 sq. ft.: 39			Total Capacity @25 sq. ft.: 87					
Main	A/R side/1R		0	0	C	6	C	NA	NA	Not In Use
Main	B/R side/2R	Three Year Olds and Four Year Olds	1	10	C	11	C	NA	NA	Free Play,Nap
Main	C/L Side/1R	Infants and One Year Olds	1	7	C	7	C	NA	NA	Free Play,Nap
Main	D/L side/1L		0	0	C	9	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 87					
Total # Children this Date: 24		Total Capacity @35 sq. ft.: 72			Total Capacity @25 sq. ft.: 87					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG/A/Upper	40	C
Main	PG/B/Concrete	9	C
Main	PG/C/Lower	22	C

Enrolled Children						
Under 1 years	**1 years**	**2 years**	**3 years**	**4 years**	**5 years (Prekony)**	**5 years and older**
1	4	8	4	6	0	10

Comments

Licensing Study was conducted on August 21, 2024. Backgrounds checks were reviewed. The Consultant completed the exit conference, and a copy of the visit report was emailed to the Director.

Plan of Improvement: Developed This Date 08/21/2024

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.decal.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

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 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.

<u>Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients.</u> 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)

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 a1 855-800-7747 or qualityrated@decal.ga.gov **for more information. Free techincal assistance is available!**

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(Findings Report)

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities **Technical Assistance**

Technical Assistance
591-1-1-.03(13) requires Center Staff to develop a daily schedule for each group to reflect routines and activities that is flexible but routinely followed to provide structure. The schedule must be posted in each group's room or area and made available to Parent(s) upon request.

Correction Deadline: 8/21/2024

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

Comment
Discussed adding equipment and toys to enhance variety.

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

Comment
Center does not provide swimming activities.

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**

Comment
Please ensure the building is ventilated for odor.

Finding
591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation in classroom D/L, the area rug was stained, there was a small hole in the wall on the left side , the plastic wall plate covering the electrical outlet was cracked on the back right wall and the floor register was not secure.

POI (Plan of Improvement)
The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 8/21/2024

591-1-1-.26 Playgrounds(CR) **Not Met**

Comment
Based on statement the lower playground is not currently in use and not evaluated on this date.

Finding
591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation there was splintering wood on the base of the red and yellow climbing equipment and there was a loose piece of wood ceiling material on the shady structure over the picnic table.

POI (Plan of Improvement)
The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 8/31/2024

Finding
591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation there was two to four inches of measurable wood chips in the back of the red horizontal bar, six inches were required.

POI (Plan of Improvement)
The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 8/31/2024

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 there was green foliage on the back left side of the fence and growing on the right side of the fence near the entry.

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: 8/21/2024

Food Service

591-1-1-.15 Food Service & Nutrition **Not Met**

Comment
Please ensure that bottles are covered and fully labeled with child's full name.

Finding
591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on review there was no signed written infant feeding plan for one child less than (1) year of age.

POI (Plan of Improvement)
The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 8/21/2024

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

Comment
Please ensure that all food items are stored in airtight containers and ensure that all spills are removed from the bottom of the refrigerator.

Health and Hygiene

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

Comment
Staff state proper knowledge of diapering procedures.

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

Comment
Staff were observed to remind children to wash hands.

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

Comment
The Provider currently does not dispense/administer medication.

Policies and Procedures

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 there was no evidence that the center conducted monthly and tornado and other emergency situation drills as required.

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: 8/26/2024

591-1-1-.27 Posted Notices **Not Met**

Finding
591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the center failed to post a copy of the Center's current License, a copy of these rules; a copy of the current communicable disease chart; names of persons responsible for the administration of the Center in the administrator's absence, a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director.

POI (Plan of Improvement)
The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 8/21/2024

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.

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) **Not Met**

Comment
Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment
The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding
591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation there was a metal tire jack located unsecured in front of the passenger seat in the vehicle used to transport children.

POI (Plan of Improvement)
The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 8/22/2024

Finding
591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation the passenger van was not equipped with child passenger restraining systems in accordance with current state and federal regulations. Based on observation two children under the age eight was not transported from school to the center in safety seats as required.

POI (Plan of Improvement)
The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

Correction Deadline: 8/22/2024

Finding
591-1-1-.36(7)(d)3. requires that if a second designated Staff person is not available to conduct a second check of the vehicle the driver will check the vehicle by physically walking through the entire vehicle; visually inspecting all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and signing the passenger transportation checklist(s), indicating all of the children have exited the vehicle, and then report by phone to the Director or designated Staff person that the check has been completed and no children remain on the vehicle. The time and verification of such telephone contact shall be immediately documented and signed on the passenger transportation checklist(s) by the driver. It was determined based on review the transportation checklist lacked the name of the Director or designated staff person that was contacted by phone that a second check had been performed and no children remained on the vehicle.

POI (Plan of Improvement)
The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle, properly complete transportation documentation and reporting via phone verification. The Center will review and monitor.

Correction Deadline: 8/22/2024

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding
591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that eight three and four-year-old children were sleeping on cots that did not have a bottom sheet.

POI (Plan of Improvement)
The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 8/21/2024

Finding
591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation a light cover was not available for five three and four-year-old children during nap.

POI (Plan of Improvement)
The Center will ensure that a light cover is available for each child and will meet the requirements for laundering.

Correction Deadline: 8/21/2024

Technical Assistance
591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row.

Correction Deadline: 8/21/2024

Staff Records

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

Comment
Criminal record checks were observed to be complete.

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment
Director provided (1) file for employees hired since last visit.

591-1-1-.14 First Aid & CPR **Not Met**

Comment
Please replace/add missing/expired item(s) in first aid kit(s).

Finding
591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review there was no evidence that fifty percent (50) of the care giver staff had successfully completed a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid as required.

POI (Plan of Improvement)
The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 9/20/2024

591-1-1-.33 Staff Training **Not Met**

Finding
591-1-1-.33(6) requires that evidence of orientation and training shall be documented in the Personnel file of each Staff member and shall be available to the Department for inspection. It was determined based on review there was no evidence of orientation for three of five staff persons.

POI (Plan of Improvement)
The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

Correction Deadline: 8/31/2024

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.

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

Comment
Discussed proper supervision of children when answering the front door and getting snack and engaging in activities during transitions.