



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: 3/26/2024 **VisitType:** Complaint Investigation Follow Up **Arrival:** 8:15 AM **Departure:** 11:20 AM

CCLC-58454

Shinning Hill Student Program L.L.C.

560 Valley Hill Rd S.E. Riverdale, GA 30274 Clayton County
(404) 437-3013 shinninghillprogram@gmail.com

Regional Consultant

Nadia Bernard

Phone: (404) 670-9398

Fax: (706) 434-7710

nadia.bernard@decal.ga.gov

Mailing Address
Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
03/26/2024	Complaint Investigation Follow Up	Good Standing	
02/21/2024	Licensing Study	Good Standing	
08/15/2023	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	Downstairs 2R-Four and Five year old		0	0	C	11	C	NA	NA	
Main	DownstairsR-Three year old		0	0	C	8	C	NA	NA	
Main	UpstairsL-Infant Room		0	0	C	6	C	NA	NA	
Main	UpstairsR-One & Two year old	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	2	9	C	13	C	NA	NA	TV
			Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	42	C

Comments

Plan developed on this date.

Plan of Improvement: Developed This Date 03/26/2024

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.dec.al.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.

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)



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.al.ga.gov for more information. Free technical assistance is available!

Joe Johnson, Program Official

Date

Nadia Bernard, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a Complaint Investigation Follow Up:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that in rooms Upstairs R and Upstairs L did not have current lesson plans. The lesson plans posted were dated for February 26 to March 1, 2024.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 3/27/2024

Recited on 3/26/2024

Facility

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

Met

Correction Deadline: 2/21/2024

Corrected on 3/26/2024

.25(13) - Citation observed to be corrected on this date. Staff bags were stored out of reach on this date.

Food Service

Correction Deadline: 2/21/2024

Corrected on 3/26/2024

.15(3) - Citation observed to be corrected on this date. Staff stated that bottles are prepared by the parent or guardian.

Health and Hygiene

Correction Deadline: 2/21/2024

Corrected on 3/26/2024

.07(5) - Citation observed to be corrected on this date.

Correction Deadline: 2/21/2024

Corrected on 3/26/2024

.10(5) - Citation observed to be corrected on this date.

Sleeping & Resting Equipment

Correction Deadline: 2/21/2024

Corrected on 3/26/2024

.30(1)(a)3 - Citation observed to be corrected in this date. The consultant observed tight fitted sheets on this date.

Correction Deadline: 2/21/2024

Corrected on 3/26/2024

.30(2) - Citation observed to be corrected on this date. Staff stated that infants are placed on their back for rest time.

Staff Records

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 that the owner that is not the director was present and working as the cook, had a satisfactory fingerprint records check determination that was not ported.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 to ensure CRC rules are maintained.

Correction Deadline: 3/26/2024

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of documents that staff #2 did not have a personnel file.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 3/31/2024

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of documents that three staff members do not meet the education requirement to be lead caregivers.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 4/30/2024

Recited on 3/26/2024

Staffing and Supervision

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

Discussed combining children of mixed ages.

