



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: 2/13/2025 **VisitType:** Licensing Study

Arrival: 10:05 AM **Departure:** 2:05 PM

CCLC-38853

Head of the Class Early Learning Center

7305 Covington Hwy. Lithonia, GA 30058 DeKalb County
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Process & QI Unit Consultant

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
02/13/2025	Licensing Study	Good Standing	
09/20/2024	Complaint Closure	Good Standing	
08/21/2024	Complaint Investigation & Licensing Study	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
Building 2	E/Left		0	0	C	15	C	21	C	
Building 2	F/Right		0	0	C	24	C	33	C	
Total Capacity @35 sq. ft.: 39			Total Capacity @25 sq. ft.: 87							
Main	A/R side/1R		0	0	C	6	C	NA	NA	
Main	B/R side/2R	Three Year Olds and Four Year Olds	1	11	C	11	C	NA	NA	Circle Time,Lunch,Nap
Main	C/L Side/1R	Infants	1	1	C	7	C	NA	NA	Floor Play
Main	D/L side/1L	Two Year Olds	1	5	C	9	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 87							
Total # Children this Date: 17			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 (Prekonly)	5 years and older
1	1	5	12	2	0	6

Comments

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

Plan of Improvement: Developed This Date

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.decga.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@decga.gov for more information. Free technical assistance is available!



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(Findings Report)

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 9/20/2024

Corrected on 2/13/2025

.03(9) - Previous citation corrected, based on observation, in that staff were observed to not allow children to engage in activities that could be detrimental to a child's health or well-being, such as but not limited to horse play, rough play, and wrestling on this date.

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. Please ensure the exhaust fan vents in the bathrooms are free of dust and debris.

Correction Deadline: 3/15/2025

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

Correction Deadline: 8/21/2024

Corrected on 2/13/2025

.25(3) - Previous citation corrected, based on observation, in that the center and surrounding premises were observed to be kept clean, free of debris, and in good repair on this date.

591-1-1-.26 Playgrounds(CR)	Technical Assistance
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Correction Deadline: 8/31/2024

Corrected on 2/13/2025

.26(6) - Previous citation corrected, based on observation, in that the playground equipment was observed to be free of lead-based paint, sharp corners and regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children.

Correction Deadline: 8/31/2024

Corrected on 2/13/2025

.26(8) - Previous citation corrected, based on observation, in that the resilient surface measured more than six inches in depth on this date beneath and in the fall zones from climbing and swinging equipment.

Technical Assistance

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. Please ensure that all grass is removed and the resilient surface material beneath the swings and in the fall zone measures at least six inches in depth on the Lower Playground before use. The director stated that the Lower Playground was not currently in use.

Correction Deadline: 2/23/2025

Correction Deadline: 8/21/2024

Corrected on 2/13/2025

.26(9) - Previous citation corrected, based on observation, in that the playground was observed to be clean, free of litter, and free of hazards on this date.

Technical Assistance

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. A tree branch was observed broken off the tree and lying on top of one section of fence on the Concrete Playground. The director stated that the tree branch fell during a severe storm the day prior to the visit. The director further stated that the tree branch will be removed and the damage will be repaired.

Correction Deadline: 2/13/2025

Food Service

591-1-1-.15 Food Service & Nutrition	Met
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Comment

Center menu meets USDA guidelines.

Correction Deadline: 8/21/2024

Corrected on 2/13/2025

.15(2) - Previous citation corrected, based on review of records, in that there was a completed infant feeding plan present for the one infant enrolled on this date.

Technical Assistance

591-1-1-.18 - Please ensure that the refrigerator in the Infant Classroom, Room C/L Side/1R is cleaned and sanitized regularly, as the top shelf was observed to be dirty on this date.

Correction Deadline: 2/13/2025

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing requirements for diapering were discussed with staff and the director on this date.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**N/A****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, that the center was lacking documentation for conducting fire drills in November 2024 and December 2024, when fire drills were required to be conducted monthly.

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: 2/28/2025

Recited on 2/13/2025

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 and names of persons responsible for the administration of the Center in the administrator's absence.

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 2/18/2025

Recited on 2/13/2025

Safety

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

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)	Met
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Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)	N/A
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Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)	Not Met
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Finding

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined, based on review of records, that the center was lacking a current annual vehicle safety check, as the one on file was dated January 20, 2024.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 2/21/2025

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 under the driver's seat and a yellow metal tire boot located beside the driver's 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: 2/14/2025

Recited on 2/13/2025

Correction Deadline: 8/22/2024

Corrected on 2/13/2025

.36(4)(f)1. - Previous citation corrected, based on observation, in that the vehicle used for routine transportation was observed equipped with proper child passenger restraining systems and seat safety belts on this date.

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined, based on review of records, that transportation documentation was lacking a staff signature for conducting a second check of the vehicle used for routine transportation on the afternoon route to the center from Marbut Elementary on February 12, 2025.

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 and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 2/13/2025

Correction Deadline: 8/22/2024

Corrected on 2/13/2025

.36(7)(d)3 - Previous citation corrected, based on review of records, in that the director stated that the second checks were conducted in person.

Finding

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined, based on review of records, that the children's travel time was documented to be more than 45 minutes on the afternoon route of routine transportation to the center from Marbut Elementary for the week of February 3, 2025.

POI (Plan of Improvement)

The center will ensure that the travel time is no more than forty-five minutes on each trip.

Correction Deadline: 2/14/2025

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Correction Deadline: 8/21/2024

Corrected on 2/13/2025

.30(1)(b)3 - Previous citation corrected, based on observation, that each child was observed to be sleeping on cots that had a top sheet.

Correction Deadline: 8/21/2024

Corrected on 2/13/2025

.30(1)(b)4 - Previous citation corrected, based on observation, in that each child was observed to have a light cover on this date.

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-.14 First Aid & CPR

Not Met

Correction Deadline: 9/20/2024

Corrected on 2/13/2025

.14(1) - Previous citation corrected, based on review of records, in that at least fifty percent of the caregiver Staff had evidence of current completion of first aid and CPR staff on this date.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined, based on review of records, that Staff #s 3 and 4 were lacking the hands-on component for CPR training on this date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 3/15/2025

Finding

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined, based on observation, that the first aid kit in the Center was missing the triangular bandage on this date. It was further determined that the first aid kit in the vehicle used for routine transportation was missing the scissors, tweezers, insect-sting preparation, an antiseptic cleaning solution, triangular bandages, and protective eye wear on this date. The antibacterial ointment in the vehicle was also observed to be expired.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 2/23/2025

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

Documentation observed of required staff training.

Correction Deadline: 8/31/2024

Corrected on 2/13/2025

.33(6) - Previous citation corrected, based on review of records, in that the evidence of orientation was observed to be present in staff files on this date.

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**

Adequate supervision observed on this date.

Correction Deadline: 9/20/2024

Corrected on 2/13/2025

.32(7) - Previous citation corrected, based on observation, in that the staff were observed supervising children present on this date.