



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: 5/1/2025 **VisitType:** Complaint Investigation Follow Up **Arrival:** 1:45 PM **Departure:** 4:30 PM

CCLC-46274

Helen Preparatory Academy

2057 Joe Frank Harris Parkway Cartersville, GA 30120 Bartow
County
(770) 606-9333

Regional Consultant

Sharnette Glenn

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sharnette.glenn@decal.ga.gov

Joint with: LaToya Longshore

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.
05/01/2025	Complaint Investigation Follow Up	Deficient	
01/13/2025	Complaint Investigation Follow Up	Good Standing	
01/13/2025	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
Main	A - 1st Left		0	0	C	10	C	NA	NA	Not In Use
Main	B - 2nd Left		0	0	C	17	C	NA	NA	Not In Use
Main	C - Back		0	0	C	5	C	NA	NA	Not In Use
Main	D - Back Right		0	0	C	14	C	NA	NA	Not In Use
Main	E - 2nd Right	One Year Olds	1	5	C	8	C	NA	NA	Nap
Main	F- 1st Right	Three Year Olds and Four Year Olds	0	8	NC	31	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 13

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - 3 and up	81	C
Main	B -6wks - 2 yrs old	24	C

Comments

The purpose of this visit is to conduct a follow up visit.

Plan of Improvement: To Be Submitted 05/15/2025

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.

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



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Summary Report

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

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

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 the resilient surfacing under the metal play structure on the left playground was observed to be less than two inches thick.

Correction Deadline: 5/16/2025

Recited on 5/1/2025

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

Finding

591-1-1-.15(6)(a) requires the Center to serve all scheduled meals and snacks to children when they are present. In those Centers where the Parent(s) of children enrolled provide the meals and snacks, the Center shall ensure that no child remains at the Center without receiving the scheduled nutritious meals and snacks. There shall be a period of at least two (2) hours between each required meal or snack. The following meals and snacks shall be scheduled and served by the Center when appropriate: breakfast or morning snack, lunch, an afternoon snack, supper during evening care, and evening snack prior to bedtime, if the Center provides night-time care. It was determined, based on the observation, that classrooms E and F were not served snacks until 4:09 p.m. The center meal time for snacks is 2:00 p.m.- 2:30 p.m.

Correction Deadline: 5/1/2025

Safety

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.

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined, based on observation, that the vehicle tag number CSP9543 did not have a fire extinguisher inside the vehicle.

Correction Deadline: 5/1/2025

Finding

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined, based on observation, that no separate passenger checklists were conducted during the visit.

Correction Deadline: 5/2/2025

Finding

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined, based on observation, that the staff member did not have evidence on the transportation check list during the visit on May 1, 2025.

Correction Deadline: 5/2/2025

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined, based on observation, that the staff member did not mark on the vehicle checklist during the visit on May 1, 2025.

Correction Deadline: 5/2/2025

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the date and time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined, based on observation, that the staff member did not have the transportation checklist available during the visit.

Correction Deadline: 5/2/2025

Finding

591-1-1-.36(7)(d) requires the vehicle be thoroughly checked first by a designated Staff person who was present on the vehicle during the trip and then by a second designated Staff person, who may or may not have been present on the vehicle during the trip. It was determined, based on observation, that the second designated staff person did not check the vehicle during the visit.

Correction Deadline: 5/2/2025

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 observation, that the second check was not conducted by a staff member during the visit.

Correction Deadline: 5/1/2025

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

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on the review of staff files that staff member #1 did not have the required (4) four hours of nutrition training.

Correction Deadline: 5/16/2025

Recited on 5/1/2025

Defer

591-1-1-.33(5)- The consultant will review the staff members annual ten hours training on the next licensing visit.

Correction Deadline: 1/1/2026

Finding

591-1-1-.31(1)(a) requires the Center to have a Director who is responsible for the supervision, operation and maintenance of the Center. The Director must be on the Center's premises. If the Director is absent from the Center at any time during the hours of the Center's operation, there shall be an officially designated person on the Center site to assume responsibility for the operation of the Center, and this person shall have full access to all records required to be maintained under these rules. It was determined based on observation that the center did not have anyone in charge when the director left to go pick up children from school. It was further observed that the staff member from classroom E had to come open up the door for the consultant.

Correction Deadline: 5/1/2025

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Not Met

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that classroom F was observed to have no staff member with (2) three-year-olds, and (6) four-year-olds with a ratio of 0:8.

Correction Deadline: 5/1/2025

Correction Deadline: 1/13/2025

Corrected on 5/1/2025

.32(2) - The previous citation was corrected. The consultant observed no mixed ages in the same classroom on today's visit.
