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: 6/2/2026 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 4:50 PM

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

Regional Consultant
Cassandra Jakes-Beasley
Phone: (770) 357-7015
Fax: Cassandra Jakes-Beasley
cassandra.jakes-beasley@decal.ga.gov

Mailing Address
Same

Quality Rated:

Compliance Zone Designation		
06/02/2026	Licensing Study	Good Standing
11/06/2025	Monitoring Visit	Good Standing
06/05/2025	Monitoring Visit	Good Standing

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		0	0	C	15	C	21	C	Not In Use
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.: 72					
Main	A/R side/1R	Two Year Olds	1	30	C	6	NC	NA	NA	Transitioning,Nap
Main	B/R side/2R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	1	12	C	11	NC	NA	NA	Nap
Main	C/L Side/1R		0	0	C	7	C	NA	NA	Not In Use
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.: 72					
Total # Children this Date: 42		Total Capacity @35 sq. ft.: 72			Total Capacity @25 sq. ft.: 72					

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
0	0	3	0	5	0	10

Comments

Building 2 was not in use on the day of the visit due to water damage of the building.

In addition, there has been a change of Legal ownership of the center.

Plan of Improvement: Developed This Date

CCLC Indicator Manual

For additional information regarding any licensing topics discussed during this visit, please consult the Rules and Regulations Indicator Manual. This manual provides comprehensive clarification of each rule, including evaluation indicators, related best practices, and relevant considerations to support your program's continued and sustained compliance.

To access the Indicator Manual, please scan the QR code below or visit our website at https://www.decal.ga.gov/CCS/RulesAndRegulations.aspx.

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!**

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

Summary Report

Date: 6/2/2026 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 4:50 PM

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

Regional Consultant
Cassandra Jakes-Beasley
Phone: (770) 357-7015
Fax: Cassandra Jakes-Beasley
cassandra.jakes-beasley@decal.ga.gov

Mailing Address
Same

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities **Met**

Comment
Lesson Plans were observed to be posted and reflected the current weeks activities in each classroom.

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

Comment
Discussed adding equipment and toys to enhance variety in the B/R 2 R classroom.

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

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 5 **Records with Missing/Incomplete Components: 2**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(2)-Immunization

591-1-1-.08 Children's Records **Not Met**

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child’s name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child’s primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child’s participation in the program. It was determined based on review child # 1 lacked the complete information for the emergency contact and lacked the name and phone number.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 6/2/2026

Facility

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

Comment

Licensed capacity observed to be routinely met by center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed:

Hallway Bathroom

There were packs of diaper wipes in three of three drawers located underneath the diaper changing table and a diaper ointment and a garbage bag was also observed.

Outside

There was a container of bug spray at he back door leading to the playground.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 6/2/2026

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

Finding
591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation the following fencing hazards were observed.

PG/A Upper
-The chain link fence gate located at the upper front side near the stairs had a five inch bottom gap causing an entrapment hazard. In addition, there was a five-inch gap between the double gates, leading to the parking lot.

PG/B/ Concrete
The chain link fence surrounding the air conditioner unit had a five to eight inch by in the middle of the front panel.

PG/C/Lower
-The wooden perimeter fence located at the back left side a six inch by 1 foot upper gap with broken wood causing an entrapment hazard.

POI (Plan of Improvement)
The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/2/2026

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 were cracks on the seats of five riding toys, creating a possible pinch hazard.

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: 6/12/2026

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 three inches of measurable wood chips in the fall zones of the climbing structure, six inches were required.

PG/C/ Lower
-There were loose rubber mats in the fall zones of the swings, creating a possible tripping hazard. In addition, there was grassy area in the font and back fall zone of this equipment.

POI (Plan of Improvement)
The Center will add additional resilient surfacing to the fall zones where needed and check daily and extend the fall zones of the swings on the lower playground and add resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 6/12/2026

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 a piece of concrete exposed at the base of the red tetter-totter on PG/A Upper.

PG/C/Lower
-There was broken piece of wood with sharp jagged edges located near the tree on the right side.
-There were at least three sink holes located at the back middle and back right side.

Concrete
- Top deck and stairs leading from classroom DLside/1L had deteriorating wood planks with protruding nails.

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: 6/2/2026

Health and Hygiene

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

Comment
Staff stated proper knowledge of diapering procedures.

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

Comment
Proper hand washing of children and staff was discussed with the director on this date.

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(1)(a-o) requires the Center to establish and implement written policies and procedures that describe the Center's operations as follows: a) services to be provided, ages of children served, days and times of operations and days and times closed; b) enrollment and admission requirements specifying Parents' responsibilities for supplying needed information and escorting the child to and from the Center; c) a fee and payment schedule with standard fees, fees related to absences and vacations and other fees such as for transportation and late fees; d) Center's transportation and field trip services; e) administration of medication and Parent notification of adverse reactions to prescribed medication; f) Parental notification in cases of illness/injury and exclusion of sick children; g) Parental notification when a notifiable communicable disease is present; h) handling of medical emergencies; i) meals and snacks served, including guidelines for food brought from child’s home; j) access by the Parents to all Center areas used by the child; k) child abuse reporting law requirements; l) behavior management and discipline actions used to include expulsion and suspension of enrolled children; m) nondiscrimination statement; n) Center sponsored religious and cultural activities; and o) diapering, toilet training and feeding procedures for infants and toddlers. It was determined that the Center's policies and procedures did not include the behavior management and discipline actions used to include expulsion and suspension of enrolled children.

POI (Plan of Improvement)
The Center will revise their policies and procedures to include all required information and update as needed.

Correction Deadline: 6/7/2026

Finding
591-1-1-.21(1)(r) requires Center policies and procedures include a description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children. It was determined based on review the Center policies and procedures did not include a description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age and all of the required information.

POI (Plan of Improvement)
The Center will write or revise policies and procedures to include the required description of the Center's practices used to prevent shaken baby syndrome and abusive head trauma in children up to five years or age.

Correction Deadline: 6/7/2026

Safety

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) **Met**

Comment
Complete documentation of transportation observed on this date.

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

Comment
The vehicle was checked for compliance. Proper restraints were observed and discussed with the director.

Correction Deadline: 6/13/2025

Corrected on 6/2/2026
.36(4)(a) - This citation was corrected on a previous visit.

Correction Deadline: 6/5/2025

Corrected on 6/2/2026
.36(8) - This citation was corrected on a previous visit.

Sleeping & Resting Equipment

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

Comment
Pleasant naptime environment observed.

Comment
The correct number of mats, sheets and blankets were observed 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.

Comment
Director provided [4] file(s) for employees hired since last visit.

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

Comment
Please replace/add missing (triangular bandage) in first aid kit.

Finding
591-1-1-.14(2)(b) requires that there must always be one staff person present in each classroom where children are present that has current and valid pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid training. It was determined based on review staff members in the 1st and 2nd classroom did not have evidence of pediatric first aid as required.

POI (Plan of Improvement)
The Director will schedule and/or position caregiver Staff throughout the Center to ensure at least one currently pediatric CPR and First Aid trained Staff person is present in each classroom where children are present.

Correction Deadline: 6/2/2026

Finding
591-1-1-.14(2)(d) requires the Center Director must have current evidence of successful completion of pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid at all times. It was determined based on review the director did not have evidence of pediatric first aid as required.

POI (Plan of Improvement)
The Center Director must successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid taught by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Director will send copies via email of verification of completed CPR/First Aid certification to the Consultant upon completion.

Correction Deadline: 7/2/2026

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 the vehicle first aid kit was missing tweezers, adhesive tape, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, a cold pack and first aid manual.

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: 6/12/2026

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 that the director did not have four clock hours of training in food nutrition planning.

POI (Plan of Improvement)
The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 7/2/2026

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
Center observed to maintain appropriate staff:child ratios.