



**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: 12/17/2018 **VisitType:** Licensing Study

Arrival: 3:15 PM

Departure: 5:10 PM

CCLC-1872

Hollywood Day Care Center

1040 Hollywood Road, NW Atlanta, GA 30318 Fulton County
(404) 792-0001 sonyaholly@aol.com

Regional Consultant

Lajuana Williams

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Mailing Address

1040 Hollywood Road
Atlanta, GA 30318

Quality Rated: ★ ★

Compliance Zone Designation		
12/17/2018	Licensing Study	Good Standing
03/22/2018	Monitoring Visit	Good Standing
10/02/2017	Licensing Study	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
Main	Room 1L-D		0	0	C	7	C	NA	NA	Not In Use
Main	Room 1R-A		0	0	C	13	C	18	C	Not In Use
Main	Room 2L-C	Infants and One Year Olds and Three Year Olds and Four Year Olds	2	11	NC	18	C	25	C	Floor Play
Main	Room 2R-B	Six Year Olds and Over	1	5	C	12	C	17	C	Floor Play
Total Capacity @35 sq. ft.:			50			Total Capacity @25 sq. ft.:				
						67				

Total # Children this Date: 16 Total Capacity @35 sq. ft.: 50 Total Capacity @25 sq. ft.: 67

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	27	C

Comments

Plan of Improvement: Developed This Date 11/30/2018

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.state.ga.us/CCS/Regulations.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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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 New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Sunday Akerele, Program Official

Date

Lajuana Williams, Consultant

Date



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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-.12 Equipment & Toys(CR)

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

N/A

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

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 consultant's observation the first light fixture in classroom 1R-A and classroom 2R-B were inoperable on this date.

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: 12/17/2018

Recited on 12/17/2018

591-1-1-.26 Playgrounds(CR) Met

Correction Deadline: 4/1/2018

Corrected on 12/17/2018

.26(8) - Previous cite corrected. It was discussed that playground quality mulch should be used instead of gardening mulch.

Correction Deadline: 3/22/2018

Corrected on 12/17/2018

.26(9) - Previous cite corrected. Please ensure that leaves are blown and ivy growing through the fence is inaccessible.

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 stated proper knowledge.

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

Comment

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License Met

Comment

591-1-1-.16(e) Discussed the use of the 2L classroom and that was not a diapering approved classroom. It was discussed that children under 3 years and children three years and older could not be housed in the same classroom, even if the room was divided by furniture,

Correction Deadline: 11/30/2018

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

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. Please ensure school checklist are only used for center to and from school. It was discussed that if a child is taken directly to school from home a home transportation checklist should be used. Discussed combining all children from Chattahoochee Head Start on one school checklist.

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the 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 of school checklist from the week of December 17, 2018 for West Manor Elementary that staff failed to document the time of departure, arrival and return for afternoon transportation conducted on December 17, 2018

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 12/1/2018

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle 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; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on observation of a school transportation checklist for the week of December 17, 2018, that a first check of the vehicle was documented after transportation from West Manor Elementary on December 17, 2018.

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: 12/1/2018

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 of a school transportation checklist for the week of December 17, 2018, that a second check of the vehicle was documented after transportation from West Manor Elementary on December 17, 2018.

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: 11/30/2018

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

Staff # 1

Not Met

Date of Hire: 12/27/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Not Met

Date of Hire: 12/08/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Not Met

Date of Hire: 02/06/2000

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 05/16/1994

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(4)-Food Prep Training Missing 4 hrs.

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation that a staff person the Director identified as a student did not have a determination letter on file and not submitted for fingerprinting.

POI (Plan of Improvement)

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

Correction Deadline: 11/30/2018**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on observation that a staff person was observed on site providing care for a group of children, however, the staff person did not have a determination letter.

POI (Plan of Improvement)

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 11/30/2018

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on observation of staff records that nutrition training was not on file for the Director.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 12/30/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on the observation of staff records staff did not have evidence of ten hours of training on file for license year 2017.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/30/2018

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)

Not Met

Finding

591-1-1-.32(4)(a) requires that during the early morning times of arrival and late afternoon times of departure, infants and children younger than three (3) years may be grouped with older children so long as Staff: child ratios and group size are met based on the age of the youngest child in the group. It was determined based on consultant's observation that infant, one year old and three year old children were maintained together in the 2L classroom.

POI (Plan of Improvement)

The Center will maintain Staff:child ratios based on the youngest child in the group during early morning and late afternoon times when children younger than three years of age may be grouped with older children.

Correction Deadline: 12/17/2018

Recited on 12/17/2018

Comment

Adequate supervision observed on this date.