



**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:** 2/26/2019    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 4:35 PM

**CCLC-2529**

**Preferred School Care at Beecher Hills Elementary**

2257 Bollingbrook Drive, SW Atlanta, GA 30311 Fulton County  
(770) 739-1462 selmonatl@aol.com

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

**Mailing Address**

1125 Annie Lane  
Mableton, GA 30126

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
02/26/2019	Licensing Study	Good Standing	
09/20/2018	Monitoring Visit	Good Standing	
02/26/2018	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	A CAFETERIA	Five Year Olds and Six Year Olds and Over and PreK	2	26	C	65	C	NA	NA	Homework, Transitioning
Main	B MULTI-PURPOSE		0	0	C	56	C	NA	NA	Not In Use
Main	C 241		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 26			Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR	150	C

**Comments**

Visit conducted at temporary location : 220 Northside Drive

Plan of Improvement: Developed This Date 02/26/2019

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Tommisha Sims, Program Official

Date

Lajuana Williams, Consultant

Date



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### Findings Report

**Date:** 2/26/2019    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 4:35 PM

#### CCLC-2529

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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)

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

#### Technical Assistance

591-1-1-.08(1) - please ensure that complete address including the city, state and zip code is maintained on file for all authorized release persons.

**Correction Deadline: 2/26/2019**

**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)** **Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair. Please ensure only the approved grassy area is used. The area containing play equipment is not licensed or approved.

**Health and Hygiene**

**591-1-1-.10 Diapering Areas & Practices(CR)** **N/A**

**Comment**

There were no children enrolled in diapers.

**591-1-1-.17 Hygiene(CR)** **Not Met**

**Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the children did not wash hands after snack, prior proceeding to play with toy and do their homework.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 2/26/2019**

**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**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 a menu was not posted.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/26/2019**

<b>Safety</b>
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**591-1-1-.05 Animals**

N/A

**Comment**

Center does not keep animals on premises.

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

Met

**Comment**

Please be mindful of voice tone in redirecting children.

**591-1-1-.13 Field Trips(CR)**

N/A

**Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)**

N/A

**Comment**

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

N/A

**Comment**

Program did not provide care for infants.

<b>Staff Records</b>
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**Records Reviewed: 3**

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

Staff # 1

Not Met

Date of Hire: 10/03/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.24(1)-No Record,.24(1)-Evidence of Orientation Missing

Staff # 2

Met

Date of Hire: 08/01/2018

Staff # 3

Not Met

Date of Hire: 07/24/2017

"Missing/Incomplete Components"

.31(1)(b)2.-Director Qualifications-Education Missing

**Staff Credentials Reviewed: 3****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete through review of Koala Outback as all of the letters were not on file. Two letter were printed this date to be maintained on file.

**Comment**

Staff provided one file for employees hired since last visit.

**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 9/20/2018****Corrected on 2/26/2019****.09(1)(a) - Previous cite corrected.****591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

**Technical Assistance**

591-1-1-.14(3) - Please ensure a face mask and protective eye wear are added to the first aid kit.

**Correction Deadline: 3/8/2019****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 that a complete personnel file including an orientation and application was maintained on site for one staff.

**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: 3/3/2019****591-1-1-.33 Staff Training****Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on the observation of staff records that the training was required for one staff.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 3/28/2019**

**Correction Deadline: 10/20/2018**

**Corrected on 2/26/2019**

**.33(4) - Previous cite corrected. Please ensure new hire has the training completed by her one year anniversary from her hire date.**

**Correction Deadline: 9/20/2018**

**Corrected on 2/26/2019**

**.33(6) - Previous cite corrected.**

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**591-1-1-.31 Staff(CR)**

**Technical Assistance**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

591-1-1-.31(1)(a) - Please ensure a Director's designee is assigned in case off the Director's absence and that person's name listed on the contact list posted. Please ensure this individual is trained on where the children and staff files are located.

**Correction Deadline: 2/26/2019**

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<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Discussed combining children of mixed ages. Please ensure the required ratio is met at all times. It was discussed when the consultant initially arrived at the program only one staff was present, when a minimum of two staff were required, Please ensure staff are scheduled accordingly or substitute staff is obtained in the case of absences.

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that a child was sent to the restroom by himself without adult supervision. The restrooms were located down a set of stairs and around a corner out of the sight of staff. Additionally, during the visit children were observed running in the cafeteria area and were not always redirected.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times. Center staff will escort all of the children to the restroom at one time if only one staff is present.

**Correction Deadline: 2/26/2019**