



**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:** 3/28/2019    **VisitType:** Licensing Study    **Arrival:** 1:35 PM    **Departure:** 4:30 PM

**CCLC-35920**

**Heritage Kids Christian Academy**

6983 Oak Ridge Commerce Way Austell, GA 30168 Cobb County  
 (678) 945-1177 cgwude2000@yahoo.com

**Regional Consultant**

Alison Benson

Phone: (866) 369-6921

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alison.benson@dec.al.ga.gov

**Mailing Address**

1147 lakefield walk  
 Marietta, GA 30064

**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.
03/28/2019	Licensing Study	Good Standing	
09/12/2018	Monitoring Visit	Good Standing	
06/11/2018	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	Infants and One Year Olds	2	7	C	17	C	NA	NA	Floor Play, Diapering, Nap	
Main	B 2nd Left	One Year Olds	1	7	C	14	C	NA	NA	Floor Play	
Main	C 3rd Left	One Year Olds and Two Year Olds	1	8	C	15	C	NA	NA	Free Play	
Main	D 4th Left		0	0	C	15	C	NA	NA		
Main	E 5th Left	PreK	1	15	C	22	C	NA	NA	Art	
Main	F 5th Right	Three Year Olds and Four Year Olds	2	22	C	25	C	NA	NA	Outside	
Main	G 4th Right		0	0	C	23	C	NA	NA		
Main	H 3rd Right		0	0	C	23	C	NA	NA		
Main	I 2nd Right	Two Year Olds and Three Year Olds	2	12	C	15	C	NA	NA	Outside, Story	
Main	J 1st Right	Five Year Olds and Six Year Olds and Over	1	17	C	25	C	NA	NA	Free Play	
Total Capacity @35 sq. ft.:			194			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 88			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back PG	33	C
Main	Infant	11	C

**Comments**

Criminal record checks were observed to be complete for eighteen employees on this date.

Plan of Improvement: Developed This Date 03/28/2019

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)

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Helen Owuzo, Program Official

Date

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Alison Benson, Consultant

Date



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### Findings Report

**Date:** 3/28/2019    **VisitType:** Licensing Study    **Arrival:** 1:35 PM    **Departure:** 4:30 PM

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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**

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

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 4	Met
Child # 5	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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of children's records, 2 of 5 records did not include the work address of one parent.

**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: 4/11/2019**

<b>Facility</b>
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**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)**

Technical Assistance

**Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

<b>Food Service</b>
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**591-1-1-.18 Kitchen Operations**

Met

**Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

Met

**Comment**

Proper diapering procedures observed.

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

Met

**Comment**

Staff were observed to remind children to wash hands.

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

Met

**Comment**

Documentation for medication dispensing observed complete.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Met

#### Comment

Per documentation, the center is completing emergency drills as required.

Correction Deadline: 4/2/2019

## Safety

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

### 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.

## Sleeping & Resting Equipment

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

Met

#### Comment

Staff stated proper SIDS and infant sleeping position.

## Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 07/28/2017	
Staff # 2	Met
Date of Hire: 01/19/2018	
Staff # 3	Met
Date of Hire: 09/19/2016	
Staff # 4	Met
Date of Hire: 11/18/2015	
Staff # 5	Met
Date of Hire: 02/02/2012	
Staff # 6	Met
Date of Hire: 01/17/2019	

**Records Reviewed: 18**

**Records with Missing/Incomplete Components: 0**

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Staff # 7 Date of Hire: 01/19/2018	Met
Staff # 8 Date of Hire: 07/24/2018	Met
Staff # 9 Date of Hire: 03/03/2014	Met
Staff # 10 Date of Hire: 01/02/2019	Met
Staff # 11 Date of Hire: 01/19/2018	Met
Staff # 12 Date of Hire: 06/30/2016	Met
Staff # 13 Date of Hire: 07/18/2016	Met
Staff # 14 Date of Hire: 03/26/2014	Met
Staff # 15 Date of Hire: 11/14/2013	Met
Staff # 16 Date of Hire: 09/15/2014	Met
Staff # 17 Date of Hire: 10/13/2015	Met
Staff # 18 Date of Hire: 07/23/2018	Met

**Staff Credentials Reviewed: 18**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**

Criminal record checks were observed to be complete for eighteen employees on this date.

**591-1-1-.14 First Aid & CPR Met**

**Comment**

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

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.