



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: 9/19/2017 **VisitType:** Monitoring Visit **Arrival:** 10:20 AM **Departure:** 12:10 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

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 alison.benson@dec.al.ga.gov

Mailing Address

1147 lakefield walk
 Marietta, GA 30064

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.
09/19/2017	Monitoring Visit	Good Standing	
05/24/2017	Complaint Closure	Good Standing	
05/24/2017	Complaint Investigation & 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 1st Left	Infants	2	7	C	17	C	NA	NA	Feeding, Floor Play
Main	B 2nd Left	Infants	2	6	C	14	C	NA	NA	Floor Play, Feeding
Main	C 3rd Left	One Year Olds	1	8	C	15	C	NA	NA	Nap, Free Play
Main	D 4th Left	Two Year Olds	1	8	C	15	C	NA	NA	Story
Main	E 5th Left	PreK	1	14	C	22	C	NA	NA	Centers
Main	F 5th Right	PreK	2	18	C	25	C	NA	NA	Outside
Main	G 4th Right	PreK	2	22	C	23	C	NA	NA	Centers
Main	H 3rd Right	Three Year Olds	2	16	C	23	C	NA	NA	Music
Main	I 2nd Right	Two Year Olds and Three Year Olds	2	13	C	15	C	NA	NA	Free Play
Main	J 1st Right	PreK	2	20	C	25	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 194						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 132			Total Capacity @35 sq. ft.: 194			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Back PG	33	C
Main	Infant	11	C
Main	Right PS	28	C

Comments

Fingerprint letters observed for all staff.

Plan of Improvement: Developed This Date 09/19/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decgal.ga.gov.

- 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://decgal.ga.gov/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)

Helen Owuzo, Program Official

Date

Alison Benson, Consultant

Date



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Findings Report

Date: 9/19/2017 **VisitType:** Monitoring Visit **Arrival:** 10:20 AM **Departure:** 12:10 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Facility

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

Met

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)

Not Met

Comment

Observation-No Hazards Accessible

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 observation, the sink located in the 2nd Right Classroom was observed to have a hole.

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: 10/3/2017

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 fence located in the back right of the playground was observed to have a one-foot gap between the side fence and the back fence. Further, the same fence was observed to be coming apart from the ground and the poll on the bottom.

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.

Per staff, the center is aware of the the fence and it is scheduled to be repaired on Friday, September 22, 2017.

Correction Deadline: 10/3/2017**Correction Deadline: 5/24/2017****Corrected on 9/19/2017****.26(7) - Please remember to fluff and redistribute resilient surface.**

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Technical Assistance****Correction Deadline: 5/24/2017****Corrected on 9/19/2017****.10(3)(b) - Staff stated proper diapering procedures.****Technical Assistance**

591-1-1-.10(4) - Discussed diaper changing pad located in the first Left classroom.

Correction Deadline: 9/19/2017

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

Observed-Proper Hand Washing Throughout

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

Observed-Complete Documentation

Safety

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

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR)**N/A****Comment**

No Field Trips at This Time

591-1-1-.36 Transportation(CR)**Not Evaluated****Comment**

Per staff, the sister school provides transportation due to the center only having two children to transport at this time.

Sleeping & Resting Equipment

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

Met

Comment

Staff stated proper SIDS/Infant Sleeping Position.

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 1

Staff # 1	Not Met
Date of Hire: 07/28/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 2	Met
Date of Hire: 02/20/2012	
Staff # 3	Met
Date of Hire: 02/27/2017	
Staff # 4	Met
Date of Hire: 09/19/2016	
Staff # 5	Met
Date of Hire: 11/18/2015	
Staff # 6	Met
Date of Hire: 02/02/2012	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 03/03/2014	
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Date of Hire: 05/31/2016	
Staff # 12	Met
Date of Hire: 06/30/2016	
Staff # 13	Met
Date of Hire: 07/15/2016	

Records Reviewed: 18

Records with Missing/Incomplete Components: 1

Staff # 14 Date of Hire: 07/18/2016	Met
Staff # 15 Date of Hire: 03/26/2014	Met
Staff # 16 Date of Hire: 11/14/2013	Met
Staff # 17 Date of Hire: 09/15/2014	Met
Staff # 18 Date of Hire: 10/13/2015	Met

Staff Credentials Reviewed: 18

591-1-1-.09 Criminal Records Check(CR)

Not Met

Finding

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of staff records, one employee was present with a fingerprint letter who's portability had expired prior to employment at current facility.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

1-day letter left on September 19, 2017.

Correction Deadline: 9/20/2017

Correction Deadline: 5/11/2017

Corrected on 9/19/2017

.09(1)(e) - Criminal records observed for all staff.

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

Met

Comment

All employees were observed to have Health and Safety Orientation training completed.

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision