



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: 7/1/2019 **VisitType:** Complaint Investigation Follow Up **Arrival:** 11:00 AM **Departure:** 2:00 PM

CCLC-46274

Helen Preparatory Academy

2057 Joe Frank Harris Parkway Cartersville, GA 30120 Bartow County
 (770) 606-9333 kbradham1@hotmail.com

Regional Consultant

Rachael Brown

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 rachael.brown@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

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.
07/01/2019	Complaint Investigation Follow Up	Good Standing	
07/01/2019	Complaint Closure	Good Standing	
06/20/2019	Complaint Investigation Follow Up	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 - 3 year old		0	0	C	10	C	NA	NA	Not In Use
Main	B - 3 year olds		0	0	C	17	C	NA	NA	Not In Use
Main	C - 1 year olds		0	0	C	5	C	NA	NA	Not In Use
Main	D - 2 year olds	Two Year Olds and Three Year Olds	1	9	C	14	C	NA	NA	Transitioning, Lunch
Main	E - 6 wks -18 months	Infants	1	5	C	8	C	NA	NA	Nap, Feeding
Main	F - 4 and up	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	18	C	31	C	NA	NA	Transitioning, Lunch

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 32

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - 3 and up	81	C
Main	B -6wks - 2 yrs old	24	C

Comments

Consultant discussed lead teacher credentials on this date.
 Consultant discussed Owner and Director keeping daily attendance records.

Plan of Improvement: Developed This Date 07/01/2019

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/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), 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

Kathy Bradham, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Children's Records

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

Not Met

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of records that documentation for children's daily arrival and departure for the week of June 24, 2019 was incomplete and missing arrival times, departure times, and parental signatures for arrival and departure for some children.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 7/1/2019

Sleeping & Resting Equipment

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

Defer

Defer

Citation deferred until previous citation's deadline of July 4, 2019. Center submitted refutation paperwork on this date.

POI (Plan of Improvement)

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

Correction Deadline: 7/4/2019

Staff Records

591-1-1-.24 Personnel Records

Not Met

Finding

.24(2) requires Personnel files to also contain daily attendance records or other employee payroll records for the Employee for the preceding six (6) month period which may be stored away from the Center provided that the Center notifies the Department of its intention to store these records off-site, provides the Department with the name, address and phone number of the custodian of these records and allows the Department, at its discretion, to have access to these records at the custodian's location immediately or access at the Center within seven (7) business days of a Department representative's request. The Department may, at its discretion, accept photocopies of the requested records which are provided within seven (7) business days of the Department representative's request for the same;. It was determined based on review of files and staff statement that documentation of daily attendance records for two employees was not available.

POI (Plan of Improvement)

The center will keep daily attendance records for all staff caring for children and keep on file for six (6) months.

Correction Deadline: 7/1/2019

Staffing and Supervision

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

Met

Correction Deadline: 6/20/2019

Corrected on 7/1/2019

Citation observed to be corrected on this date. Consultant observed appropriate supervision on this date.