



**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: 12/4/2019 **VisitType:** Licensing Study **Arrival:** 9:35 AM **Departure:** 12:30 PM

CCLC-46274

Helen Preparatory Academy

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

Mailing Address
Same

Regional Consultant

Sarah Ward

Phone: (229) 584-1395
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sarah.ward@dec.al.ga.gov

Joint with: Coty Cummings

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.
12/04/2019	Licensing Study	Good Standing	
07/12/2019	Complaint Closure	Support	
07/12/2019	Complaint Investigation Follow Up	Support	

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	1	7	C	14	C	NA	NA	Art
Main	E - 6 wks -18 months	Infants and One Year Olds	1	5	C	8	C	NA	NA	Free Play,Feeding
Main	F- 4 and up	Two Year Olds and Three Year Olds	1	7	C	31	C	NA	NA	Art

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 19

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

Plan of Improvement: No Plan Developed

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.ga.gov/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.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://dec.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)



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.ga.gov/>
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.ga.gov

Kathy Bradham, Program Official _____ Date

Sarah Ward, Consultant _____ Date

Coty Cummings, 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-.03 Activities

Met

Correction Deadline: 7/26/2019

Corrected on 12/4/2019

It was determined based on observation and discussion that all classroom had posted lesson plans.

Please ensure that all lesson plans reflect the current week or month.

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 Met

Correction Deadline: 7/1/2019

Corrected on 12/4/2019

It was determined based on observation that the center had arrival and departure records that had documentation of children's daily arrival and departure with parent signatures.

Facility

591-1-1-.06 Bathrooms Met

Correction Deadline: 7/26/2019

Corrected on 12/4/2019

It was determined based on observation that the center bathrooms are equipped with soap, toilet tissue and towels.

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

Center appears clean and well maintained.

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

Comment

Playground observed to be clean and in good repair.

Reminder- please redistribute pea gravel in order to maintain sufficient resilient surfacing on both playgrounds.

Food Service

591-1-1-.15 Food Service & Nutrition Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations Met

Comment

Kitchen appears clean and well organized.

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

Correction Deadline: 7/12/2019

Corrected on 12/4/2019

It was determined based on discussion with staff that children's hands are washed when coming inside from the playground and during all required times throughout the day,

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

Staff stated proper knowledge of discipline techniques in each of the classrooms. All staff stated that they use redirection, talking to the children and appropriate use of time for time out.

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

Met

Comment

Center does not participate in field trips at this time.

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

Technical Assistance

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Technical Assistance

The First Aid kit on the van was missing some required items. Consultant discussed which items were missing with center director and those items were already replaced before consultant left.

Sleeping & Resting Equipment

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

Met

Correction Deadline: 7/19/2019

Corrected on 12/4/2019

It was determined based on observation that all classrooms had mats or cots that were two inches thick.

Please ensure that the mats in the toddler two classroom are not torn exposing the inside of the mat. Some of the mats are starting to wear and tear at the edges of the mats.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 05/17/2017

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Staff # 2 Met

Staff # 3 Met

Date of Hire: 10/22/2019

Staff # 4 Met

Date of Hire: 08/27/2019

Staff Credentials Reviewed: 9

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

Correction Deadline: 7/12/2019

Corrected on 12/4/2019

It was determined based on review of records that all staff members had a satisfactory comprehensive background check.

Correction Deadline: 7/12/2019

Corrected on 12/4/2019

It was determined based on review of records that all staff Criminal Records Checks were observed to be completed and satisfactory.

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

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.24 Personnel Records Met

Correction Deadline: 7/15/2019

Corrected on 12/4/2019

It was determined based on observation and discussion that the center has a posted schedule for days and hours that staff members are working and time cards that are filled out by staff stating the exact times that they are working below where the schedule is posted.

591-1-1-.33 Staff Training Met

Comment

Please ensure that annual training is completed every calendar year.

Correction Deadline: 1/3/2020

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

Correction Deadline: 1/1/2020

Corrected on 12/4/2019

It was determined based on review of the staff files that there is documentation of professional development plans in each of the staff members files. There is also documentation to show that staff members are enrolled in a program to obtain an academic credential.

Staffing and Supervision

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

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

Correction Deadline: 7/12/2019

Corrected on 12/4/2019

It was determined based on observation that all children were supervised at all times on this date.