



**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:** 12/9/2020    **VisitType:** Licensing Study    **Arrival:** 12:45 PM    **Departure:** 1:45 PM

**CCLC-46274**

**Helen Preparatory Academy**

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

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

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lajuana.williams@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
12/09/2020	Licensing Study	Good Standing	
01/29/2020	Complaint Closure	Good Standing	
01/16/2020	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	Three Year Olds and Four Year Olds	1	5	C	10	C	NA	NA	Outside
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		0	0	C	14	C	NA	NA	Not In Use
Main	E - 6 wks -18 months	Infants and One Year Olds	2	6	C	8	C	NA	NA	Nap,Floor Play
Main	F - 4 and up	Three Year Olds and Four Year Olds	1	5	C	31	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 16

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**

An Administrative Review was conducted on December 9, 2020 Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 10, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 12/09/2020

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.

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#### 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.

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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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Kathy Bradham, Program Official

Date

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Lajuana Williams, 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**

**Not Evaluated**

**Comment**

591-1-1-.03(5) - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**Correction Deadline: 12/9/2020**

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

**Met**

**Correction Deadline: 1/30/2020**

**Corrected on 12/9/2020**

.12(2) - Previous cite corrected. During the virtual visit was discussed that the item had been removed.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.06 Bathrooms**

**Not Evaluated**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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

**Met**

**Correction Deadline: 2/12/2020**

**Corrected on 12/9/2020**

.25(3) - Previous cite corrected. During the virtual visit it was discussed that there had previous water damage that had now been corrected. The space appeared clean and in good repair.

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**591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 1/30/2020****Corrected on 12/9/2020**

.26(6) - A virtual visit was conducted this date. Previous cite corrected. During the virtual visit it was discussed that the table had been removed. The table was not observed on the playground during the virtual walk through.

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**Food Service**

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

During an administrative review a menu was observed. Center menu met the USDA guidelines.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through diapering was not directly observed, however, proper diapering steps and processes were discussed with the Director this date. Staff stated proper knowledge of the rules.

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

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Handwashing was not directly observed during the virtual walk through. Regulations regarding proper handwashing were discussed with the Director on this date.

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

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.27 Posted Notices****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

591-1-1-.29 - During the virtual visit reporting requirements were discussed and amended rules sent via email.

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**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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**591-1-1-.13 Field Trips(CR)****Not Evaluated****Comment**

Center does not participate in field trips at this time.

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

During an administrative review of documentation complete documentation of transportation observed for the week of November 30, 2020.

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

Correction Deadline: 1/16/2020

Corrected on 12/9/2020

.30(1)(a)3 - Previous cite corrected. During the virtual walk through infant sleep requirements were discussed with the Director and a pleasant nap time environment was observed.

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<b>Staff Records</b>
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**Records Reviewed: 3****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 05/17/2017

Staff # 2

Met

Staff # 3

Not Met

Date of Hire: 10/22/2019

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

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**Staff Credentials Reviewed: 9**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The Director supplied a completed staff profile for review prior to the virtual walk through. Staff criminal records check information was verified in Koala Outback. Criminal record checks were observed to be complete.

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

During an administrative review evidence observed of 100% of center staff certified in First Aid and CPR.

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

591-1-1-.33(5) - Please ensure ten clock hours of state-approved training is maintained on file each calendar year between January and December.

**Correction Deadline: 1/8/2021**

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**591-1-1-.31 Staff(CR)****Technical Assistance****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**Technical Assistance**

591-1-1-.31(2)(b)2. - During an administrative review it was observed that degree or credential were not on file for three staff and Professional Learning Plans were incomplete for the staff. The center provided enrollment information for CDA classes. Please ensure staff complete the credential including obtaining the certificate from the Professional Council of Recognition or acknowledgement from the Council within 18 months from the date of enrollment in the CDA program. Please ensure progress of staff in completing the credential is tracked on a Professional Learning Plan and maintained in the staff persons files.

**Correction Deadline: 12/9/2020**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Correction Deadline: 1/16/2020****Corrected on 12/9/2020**

**.32(1) - A virtual visit was conducted due to the COVID-19 pandemic. During the virtual walk through the previous cite corrected was observed to be corrected this date.**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through staff was observed to provide direct supervision and be attentive to children's needs.