



**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:** 9/25/2018    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 2:00 PM

**CCLC-497**

**Rising Stars Kids Academy**

6224 Hillandale Dr. Lithonia, GA 30058 DeKalb County  
 (770) 981-8411 elainemar\_palmer@yahoo.com

**Regional Consultant**

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@decal.ga.gov

**Mailing Address**

Same

**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.
09/25/2018	Licensing Study	Good Standing	
05/31/2018	POI Follow Up	Good Standing	
05/01/2018	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	B-2nd Right rear - 3 y/o	Two Year Olds	1	7	C	13	C	NA	NA	Nap
Main	BLDG-III-4th Left- 3 y/o	Three Year Olds	1	5	C	21	C	30	C	Nap
Main	3rd Left-Additon Pre-K- A		0	0	C	22	C	30	C	Not In Use
Main	A-1st Right Frnt- 3 y/o		0	0	C	13	C	NA	NA	Not In Use
Main	C-Mid Frnt- Office	Infants	1	5	C	9	C	NA	NA	Nap
Main	D-2nd Left Back Room- 0-12 mos		0	0	C	18	C	NA	NA	Not In Use
Main	E-lower level- Downstairs-4+		0	0	C	26	C	36	C	Not In Use
Main	F- Bldg-II-Pre-K-House	PreK	2	20	C	25	C	NA	NA	Lunch

Total Capacity @35 sq. ft.: 147

Total Capacity @25 sq. ft.: 174

Total # Children this Date: 37

Total Capacity @35 sq. ft.: 147

Total Capacity @25 sq. ft.: 174

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Right	62	C

**Comments**

Plan of Improvement: Developed This Date 09/25/2018

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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Elaine Palmer, Program Official

Date

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Roslyn Williams, Consultant

Date



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### Findings Report

**Date:** 9/25/2018    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 2:00 PM

#### CCLC-497

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Technical Assistance

#### Technical Assistance

591-1-1-.03(1) - Please ensure that all lesson plans are documented with a date.

**Correction Deadline: 9/25/2018**

#### 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.

### Facility

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

Met

#### Comment

All rooms observed were within capacity limits.

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

Not Met

#### Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a bottle of hand sanitizer, lotion, and a teachers purse were on the teacher's desk and chair respectively and within the reach of children in the PreK room.

#### POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 9/25/2018**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

591-1-1-.26(6) - Routine equipment maintenance and upkeep was discussed with Director.

**Correction Deadline: 10/5/2018**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the current week's menu was not available for review.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 9/25/2018**

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

The Center does not administer medication.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time.

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of records that the Center did not document the name and or the telephone number of the child's doctor on five of ten records reviewed.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 9/26/2018**

**Sleeping & Resting Equipment**

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

Met

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 4**

Staff # 1 Not Met

Date of Hire: 06/22/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 08/15/2015

Staff # 3 Met

Date of Hire: 11/11/2017

Staff # 4 Met

Date of Hire: 04/01/1996

Staff # 5 Not Met

Date of Hire: 08/14/2006

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 6 Not Met

Date of Hire: 07/19/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 7

Not Met

Date of Hire: 08/11/2009

"Missing/Incomplete Components"

.24(1)-Education Experience Missing

Staff # 8

Met

Date of Hire: 01/21/1995

**Staff Credentials Reviewed: 8**

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

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

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of records that health and safety orientation training documentation was not on file for three staff persons.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 9/30/2018**

**Recited on 9/25/2018**

**Correction Deadline: 12/31/2018**

**Corrected on 9/25/2018**

**.33(6) - Previous citation corrected. The Center documented the required training.**

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

**Technical Assistance**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

591-1-1-.31(2)(b)2. - Please ensure that the Child Development Associate credentials are current for Lead Teachers.

**Correction Deadline: 9/25/2018**

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Technical Assistance**

591-1-1-.32(7) - Direct supervision requirements were discussed with staff.

**Correction Deadline: 9/25/2018**