



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

Cover Sheet

Date: 12/7/2022 **VisitType:** Licensing Study

Arrival: 10:35 AM

Departure: 12:50 PM

CCLC-46274

Helen Preparatory Academy

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 (770) 606-9333 helenprepacademy@gmail.com

Regional Consultant

Chasity Baugh

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Mailing Address

Same

Quality Rated: ★

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.
12/07/2022	Licensing Study	Good Standing	
10/19/2021	Licensing Study	Good Standing	
04/19/2021	Monitoring Visit	Good Standing	

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.

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		0	0	C	10	C	NA	NA	Not In Use
Main	B - 2nd Left		0	0	C	17	C	NA	NA	
Main	C - Back		0	0	C	5	C	NA	NA	
Main	D - Back Right		0	0	C	14	C	NA	NA	Not In Use
Main	E - 2nd Right	Infants and One Year Olds and Two Year Olds	1	4	C	8	C	NA	NA	Free Play
Main	F- 1st Right	Three Year Olds and Four Year Olds	1	5	C	31	C	NA	NA	Story
Total Capacity @35 sq. ft.: 85					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 9			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

A Licensing Study was completed on December 7, 2022. Consultant discussed amending license to remove the rooms that are not in use and are not prepared to serve children.

Plan of Improvement: Developed This Date 12/07/2022

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/Regulations.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



Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Guinevere Bonner, Program Official

Date

Chasity Baugh, 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

Technical Assistance

Technical Assistance

Consultant discussed 591-1-1-.03(2) which requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas.

Correction Deadline: 12/7/2022

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4

Met

591-1-1-.08 Children's Records**Met****Comment**

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms**Not Met****Comment**

Please monitor bathrooms for necessary supplies.

Finding

591-1-1-.06(1) requires the center to provide a specified minimum number of flush toilets and hand washing sinks with running water for the use of all children, at least one flush toilet for children being potty-trained and to not substitute nursery potty chairs for a required flush toilet. It was determined based on observation the one of the toilets in the children's bathroom of classroom F, first left was not operable. Additionally one of the sinks in the children's bathroom of classroom F, first left did not have operable warm water for handwashing. The knob was observed to be taped so it could not be turned on. Furthermore, the sink in the children's bathroom of classroom D, Back Right was clogged with tinted water and dirt in the sink.

POI (Plan of Improvement)

The center will add the required number of flush toilets and/or sinks or decrease the licensed capacity.

Correction Deadline: 1/6/2023

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**

No hazards observed accessible to children on this date.

591-1-1-.25 Physical Plant-Structural/Mechanical**Technical Assistance****Technical Assistance**

Consultant discussed 591-1-1-.25(4) which requires the Center to maintain the temperature in the range of 65 to 85 degrees Fahrenheit and to ventilate the Center be ventilated either by mechanical or natural means for the purpose of providing fresh air and controlling unpleasant odors. Facilities which do not have a functioning central heating and air-conditioning system shall make fifty percent (50%) of all required windows operable for ventilation. Any openings used for ventilation shall be screened. When the consultant arrived to the center, the first classroom on the left was observed to be 63 degrees Fahrenheit.

Correction Deadline: 12/7/2022

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 that one metal pole on the left side of the fence was not secure to the ground or the top of the fence. Additionally, consultant observed rust along the top of the fence. Furthermore, the screws on the back left corner of the fence, were facing inward, toward the play area.

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.

Correction Deadline: 12/7/2022

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation the resilient surfacing under the metal play structure on the playground was observed to be less than two inches thick.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 12/17/2022

Food Service

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

Technical Assistance

Comment

Center menu meets USDA guidelines.

Technical Assistance

Consultant discussed 591-1-1-.15(5) which 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.

Correction Deadline: 12/7/2022

Health and Hygiene

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

Technical Assistance

Comment

Staff state proper knowledge of diapering procedures.

Technical Assistance

Consultant discussed 591-1-1-.10(1) which requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open.

Correction Deadline: 12/7/2022

591-1-1-.17 Hygiene(CR)

Met

Comment

Proper hand washing observed throughout the center.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Organization

Finding

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation classrooms A, B, C and D were not in use. Classrooms A and B were used for storage and not ready to serve children. Classrooms C and D were set up, ready to serve children.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 12/7/2022

Safety

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

Met

Comment

Please be mindful of voice tone in redirecting children.

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

Not Met

Comment

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

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of documents staff members #1 and #3 did not complete two (2) hours of state-approved transportation training biannually.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 12/17/2022

Technical Assistance

Consultant discussed 591-1-1-.36(4)(b) which requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury.

Correction Deadline: 12/8/2022

Technical Assistance

Consultant discussed 591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions.

Correction Deadline: 12/8/2022

Technical Assistance

Consultant discussed 591-1-1-.36(7)(d)2. which requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check.

Correction Deadline: 12/7/2022

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 05/17/2017	
 Staff # 2	 Met
Date of Hire: 10/22/2019	
 Staff # 3	 Met
Date of Hire: 02/11/2020	

Staff Credentials Reviewed: 7

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR Not Met

Comment

Please replace/add missing/expired item(s) in first aid kit(s).

Finding

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on review of documents the staff member providing transportation of children had not completed state approved CPR and First Aid Training.

POI (Plan of Improvement)

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 12/7/2022

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records staff member #1, #2 and #3 did not obtain state approved CPR and First Aid Certification.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Consultant discussed requirements regarding online certifications.

Correction Deadline: 1/4/2023

Recited on 12/7/2022

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

Comment

Documentation observed of required staff training.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.