



**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:** 10/4/2022 **VisitType:** Licensing Study

**Arrival:** 8:50 AM

**Departure:** 1:05 PM

**CCLC-53918**

**Heritage Early Learning Academy**

328 Greene St Augusta, GA 30901 Richmond County  
(706) 821-0034 hela@heritageacademyaugusta.org

**Regional Consultant**

Kaycee Purvis

Phone: (770) 357-4915

Fax: (404) 478-8085

kaycee.purvis@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.
10/04/2022	Licensing Study	Good Standing	
09/15/2022	Incident Investigation Closure	Good Standing	
08/22/2022	Incident Investigation & Follow Up	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-Infants(Stars)	Infants	2	2	C	10	C	NA	NA	Nap,Free Play
Main	B-Infants(Comets)	Infants and One Year Olds	1	3	C	10	C	NA	NA	Floor Play
Main	C-One Year Olds (Caterpillar)	One Year Olds	1	6	C	10	C	NA	NA	Outside
Main	D-One Year Old (Butterfly)	One Year Olds and Two Year Olds	2	10	C	10	C	NA	NA	Outside
Main	E-Two Year Old (Acorn)	Two Year Olds	1	10	C	10	C	NA	NA	Centers
Main	F-Two Year Old-(Oaktree)	Two Year Olds and Three Year Olds	1	9	C	10	C	NA	NA	Centers
Main	G-Three year old-(Pathfinders)	Three Year Olds	2	14	C	18	C	NA	NA	Outside
Main	H-Three Year Old (Seekers)	Three Year Olds and Four Year Olds	1	14	C	18	C	NA	NA	Outside
Main	I-Four year old (Adventurers)	Four Year Olds and Five Year Olds	1	13	C	19	C	NA	NA	Circle Time
Main	J-Four year old (Explorers)	Four Year Olds and Five Year Olds	2	16	C	19	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 134

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 97

Total Capacity @35 sq. ft.: 134

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-Infants	7	C

Main	Playground B-Two year old -Five year old	61	C
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**Comments**

Plan of Improvement: Developed This Date

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/RuleAndRegulations.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](mailto: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](http://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)

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Elizabeth Westergreen, Program Official

Date

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Kaycee Purvis, 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**

591-1-1-.03(2) - The Consultant and Director discussed adding dates to lesson plans.

**Correction Deadline: 10/4/2022**

**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.

**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

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**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

591-1-1-.08(1) - The Consultant and Director discussed ensuring that all parts of the children's enrollment application are completed.

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**Facility**

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**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

591-1-1-.06 - The Consultant and Director discussed ensuring that dust is removed from exhaust fans to prevent fire hazards.

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

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**Food Service**

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

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

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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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**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based upon a review of records that the center failed to conduct fire drills in May 2022 and July 2022. It was further determined that the center failed to conduct a tornado drill every six months as required when the last completed tornado drill was February 25, 2022.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 10/31/2022**

**Safety**

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

Met

**Comment**

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

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

N/A

**Comment**

Center does not provide routine transportation.

**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: 18**

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

Staff # 1	Met
Date of Hire: 09/09/2020	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 07/19/2021	
Staff # 4	Met
Staff # 5	Not Met
Date of Hire: 07/23/2021	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 6	Met
Staff # 7	Met

**Records Reviewed: 18****Records with Missing/Incomplete Components: 4**

Date of Hire: 07/19/2021

Staff # 8 Met

Staff # 9 Met

Date of Hire: 07/19/2021

Staff # 10 Met

Date of Hire: 08/02/2021

Staff # 11 Met

Date of Hire: 07/12/2021

Staff # 12 Not Met

Date of Hire: 04/29/2022

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 13 Met

Staff # 14 Not Met

Date of Hire: 08/02/2021

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 15 Met

Staff # 16 Met

Date of Hire: 08/02/2021

Staff # 17 Met

Staff # 18 Not Met

Date of Hire: 08/02/2021

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Criminal record 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 orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based upon a review of records that Staff #12 (hired April 29, 2022) and Staff #14 (hired July 19, 2021) were lacking evidence of completing Health and Safety Orientation training on this date.

**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 and will ensure that the training includes all required components as required.

**Correction Deadline: 11/3/2022**

**Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based upon a review of records that Staff #5 (hired July 23, 2021) was lacking evidence of four clock hours of training in food nutrition planning, preparations, serving, proper dish washing and food storage on this date.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 11/3/2022**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based upon a review of records that Staff #18 had seven hours of annual training for the 2021 calendar year when ten hours was required.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 12/31/2022**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.