



**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:** 11/12/2021 **VisitType:** Licensing Study

**Arrival:** 4:10 PM

**Departure:** 5:10 PM

**CCLC-27152**

**The Atlanta Academy**

2000 Holcomb Woods Pkwy Roswell, GA 30076 Fulton County  
(678) 461-6102 cmccord@atlantaacademy.com

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@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.
11/12/2021	Licensing Study	Good Standing	
04/29/2021	Monitoring Visit	Good Standing	
10/16/2020	Licensing Study	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	Room 215 Infants/Ones	One Year Olds	2	7	C	15	C	NA	NA	Nap, Transitioning
Main	Room 217 Infants/Ones	Infants	1	2	C	14	C	NA	NA	Floor Play
Main	Room 219 - Twos	Two Year Olds	2	12	C	14	C	NA	NA	Transitioning, Story, Lunch, Circle Time
Main	Room 220 - Threes	Three Year Olds	2	15	C	21	C	NA	NA	Transitioning, Lunch
Main	Room 221 - Fours	Four Year Olds	2	10	C	14	C	NA	NA	Outside, Lunch, Transitioning
Main	Room 222 - Fours	Four Year Olds	2	12	C	23	C	NA	NA	Lunch, Outside, Transitioning
Total Capacity @35 sq. ft.: 101						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 58			Total Capacity @35 sq. ft.: 101			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	60	C
Main	Younger Playground	34	C

### Comments

An Administrative Review was conducted on November 12, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 18, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic.

The consultant issued a one-day letter and Affidavit for Background Check Video Units on this date.

Consultant provided flyers regarding the CCLC Virtual Core Rules Refresher Sessions, OLLI Beyond th Rules and ActiveSupervision training.

Plan of Improvement: Developed This Date 11/12/2021

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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.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.

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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Carolyn McCord, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

Date: 11/12/2021 VisitType: Licensing Study

Arrival: 4:10 PM

Departure: 5:10 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**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-.06 Bathrooms**

Met

**Comment**

Bathrooms observed to be clean and well maintained.

**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)**

Technical Assistance

**Technical Assistance**

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

**Comment**

Center appears clean and well maintained.

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

Technical Assistance

**Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface with the director on this date. Per the director and confirmation of receipt, additional mulch has been ordered. Please fluff and redistribute to ensure a minimum of six inches is distributed among all fall zones.

### Food Service

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

**Comment**

Center menu meets USDA guidelines.

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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**

Hand washing requirements for diapering were discussed with the staff on this date.

**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.

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

**Comment**

Program observed complete emergency drills

**Comment**

Program observed complete emergency response plan.

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

**Comment**

Observed all required posted notices.

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**Safety**

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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 and staff on this date.

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 16**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 11/04/2019	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 08/01/2021	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 08/01/2021	
Staff # 6	Met
Date of Hire: 08/01/2018	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 08/01/2018	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 08/01/2019	
Staff # 11	Met
Staff # 12	Not Met
Date of Hire: 08/01/2016	

"Missing/Incomplete Components"

**.09-Criminal Records Check Dissatisfied**

Staff # 13	Met
Date of Hire: 09/01/2016	
Staff # 14	Met
Date of Hire: 03/01/2014	
Staff # 15	Met
Date of Hire: 08/01/2018	
Staff # 16	Met
Date of Hire: 08/01/2021	

**Staff Credentials Reviewed: 5****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined during a virtual walk through of the program on November 18, 2021, that staff member #12 did not have a valid and current satisfactory Comprehensive Records Check Determination on file. Staff member #12 was observed to be supervised in classroom 220 with fifteen three-year-old children. Staff member # 12 was observed to be transitioning the children to lunch during the virtual walk through. The consultant issued a one-day letter and video affidavit on this date.

**POI (Plan of Improvement)**

**IMMEDIATE CORRECTION** - The Center will follow up on all criminal record check letters to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will watch the videos to ensure the CRC rules are maintained.

**Correction Deadline: 11/12/2021****Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined during a virtual walk through of the program on November 18, 2021, that staff member #12 did not obtain a new Comprehensive Records Check Determination after five-year expiration on July 23, 2021. Staff member #12 was observed to be supervised in classroom 220 with fifteen three-year-old children. Staff member #12 was observed to be transitioning the children to lunch during the virtual walk through. The consultant issued a one-day letter and video affidavit on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will follow up on all staff criminal background check letters to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will watch the video units to ensure CRC rules are maintained.

**Correction Deadline: 11/12/2021**

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Comment**

Documentation observed of required staff training.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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<b>Staffing and Supervision</b>
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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**

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