



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: 3/15/2017 **VisitType:** Licensing Study **Arrival:** 2:40 PM **Departure:** 5:10 PM

CCLC-3423

Saint Anne's Enrichment Program

3098 Saint Anne's Lane, N. W. Atlanta, GA 30327 Fulton County
 (404) 237-7024 mmurray@saintannedayschool.com

Regional Consultant

Shannon Curtis
 Phone: (770) 342-7802
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 shannon.curtis@dec.al.ga.gov

Mailing Address

3098 Saint Anne's Lane, NW
 Atlanta, GA 30327

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. 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.
03/15/2017	Licensing Study	Good Standing	
09/13/2016	Monitoring Visit	Good Standing	
05/02/2016	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	Lower Level 1st L-Activity Center	Five Year Olds	2	10	C	25	C	NA	NA	Snack
Main	Lower Level-1st R: Snack Room	Six Year Olds and Over	1	10	C	22	C	NA	NA	Outside
Main	Upper Back- Rm 102	Six Year Olds and Over	1	7	C	17	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 27			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up to previous visit conducted on September 13, 2016.

Consultant discussed and provided information for the new comprehensive background checks and Health & Safety Orientation Training on this date with the Director.

A one-day letter was left with the Director on this date.

Plan of Improvement: Developed This Date 03/15/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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.ga.gov.

- 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.ga.gov/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)

Monica Murray, Program Official

Date

Shannon Curtis, 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-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

Children's Records

591-1-1-.08 Children's Records

Met

Comment

Observed-Records Complete/Well Organized

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

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

Met

Comment

Observation-Center Clean/Well Maintained

Comment

Observation-No Hazards Accessible

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

Met

Comment

Observation-Clean/Good Repair

Food Service

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

Menu Meets USDA Guidelines

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

The After-School Program does not have a kitchen for use for the After-School Program.

Health and Hygiene

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

No children enrolled in the program that require diapering.

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

Observed-Proper Hand Washing Throughout

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

Per discussion with the Director the program does not administer medication at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Not Met
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Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. The Center did not have the evidence of fire drills. It was determined based on Consultant's observations the Center did not have evidence of monthly fire drills conducted monthly on this date as required.

POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

Correction Deadline: 4/15/2017

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

Observed-All Notices Posted and 2017 License on this date.

Safety

591-1-1-.05 Animals	Met
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Comment

No Animals Kept

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

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)	Met
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Comment

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

The After-School Program does not participate in resting activities.

Staff Records**Records Reviewed: 6****Records with Missing/Incomplete Components: 5**

Staff # 2

Not Met

Date of Hire: 08/02/1993

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.33(5)-10 Hrs. Annual Training

Staff # 3

Not Met

Date of Hire: 01/04/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 4

Not Met

Date of Hire: 11/01/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 06/28/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 6

Not Met

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.33(5)-10 Hrs. Annual Training

591-1-1-.09 Criminal Records Check(CR)**Not Met****Comment**

The Director provided one new employee file hired since last visit on this date.

Finding

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of staff files that one employee hired on January 4, 2017 does not have a satisfactory preliminary records check determination letter on file on this date.

POI (Plan of Improvement)

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

Correction Deadline: 3/15/2017

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

Observed-50% Certified First Aid & CPR

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. The center did not have documentation to show that all staff had completed orientation. It was determined based on review of staff files that four employees have no evidence to show that orientation had been completed on this date.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file for each staff.

Correction Deadline: 4/15/2017

591-1-1-.33 Staff Training**Not Met****Comment**

Observed - Documentation Of Training for 2016 on this date.

Technical Assistance

Consultant discussed with the Director the requirements for the Health and Safety Orientation Training on this date.

Finding

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of staff files that three employees did not complete the required ten clock hours of annual training for 2016 on this date.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2017

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

Comment

Observed-Adequate Supervision