



**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:** 10/26/2017 **VisitType:** Licensing Study

**Arrival:** 11:30 AM

**Departure:** 1:30 PM

**CCLC-2492**

**Saint Philip Child Development Center, Inc.**

240 Candler Road, S. E. Atlanta, GA 30317 DeKalb County  
 (404) 371-0777 cdc@saintphilip.org

**Regional Consultant**

Ashia Jackson

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**Mailing Address**

240 Candler Road, S.E.  
 Atlanta, GA 30317

<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.
10/26/2017	Licensing Study	Good Standing	
04/19/2017	Monitoring Visit	Good Standing	
12/12/2016	Licensing Study	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	102		0	0	C	14	C	NA	NA	
Main	106		0	0	C	14	C	NA	NA	
Main	108	Three Year Olds and Four Year Olds	2	14	C	14	C	NA	NA	Lunch, Transitioning
Main	109		0	0	C	14	C	NA	NA	
Main	110		0	0	C	14	C	NA	NA	
Main	112	Three Year Olds	1	15	C	11	NC	NA	NA	Nap
Main	113		0	0	C	13	C	NA	NA	
Main	114		0	0	C	11	C	NA	NA	
Main	116	Two Year Olds	1	8	C	11	C	NA	NA	Transitioning, Nap
Main	117	Three Year Olds	1	10	C	13	C	NA	NA	Nap
Main	118	Two Year Olds	10	1	C	11	C	NA	NA	Nap, Transitioning
Main	119		0	0	C	13	C	NA	NA	Nap
Main	120	One Year Olds	1	16	NC	22	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 175

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 64

Total Capacity @35 sq. ft.: 175


Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	97	C

**Comments**

Plan of Improvement: Developed This Date 10/26/2017

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

  
**Sign up Today!**  
[www.qualityrated.decga.gov](http://www.qualityrated.decga.gov)  
Any Licensed Program Eligible to Participate  
**Free** Approved Training  
**Free** Technical Assistance  
Eligible for \$1,000 Materials Mini Grant  
1, 2, 3 Star Rated Programs Receive Bonus Packages  
Great Marketing Tool  
Raises the Bar in Child Care  
For More Information:  
Email: [QualityRated@decga.gov](mailto:QualityRated@decga.gov) or Call: 855-800-7747

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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

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Cindy McNeil, Program Official Date Ashia Jackson, Consultant Date



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### Findings Report

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

Swimming Provided off Site

<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Met**

**Correction Deadline: 4/19/2017**

**Corrected on 10/26/2017**

**.06(4) - Previous citation corrected.**

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

**Met**

**Comment**

Licensed Capacity Routinely Met

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

**Met**

**Comment**

Observation-Center Clean/Well Maintained

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**591-1-1-.26 Playgrounds(CR)****Not Met****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 the consultant's observation that the mulch under and around the slides on both climbing structures and the preschool swings closest to the building measured approximately three inches in depth. It was further determined that mulch under the climbing dome measured approximately four inches in depth. At least six inches of mulch is required under climbing equipment.

**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: 11/5/2017**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(1) - Please be sure to review the new USDA guidelines and implement all necessary changes.

**Correction Deadline: 10/26/2017**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Correction Deadline: 4/26/2017****Corrected on 10/26/2017****.10(1) - Previous citation corrected.****Finding**

591-1-1-.10(3) requires Center Staff to change diapers in the child's own crib or on a diaper changing surface that is used for no purposes other than changing diapers and other clothing in each room where infants or any other children wearing diapers are served. It was determined based on the consultant's observation that the changing surface in room 120 was observed to have exposed foam in two areas.

**POI (Plan of Improvement)**

The Center will ensure Staff are trained regarding specifically where to change diapers and clothing in each room housing children who are wearing diapers.

**Correction Deadline: 10/26/2017**

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

Observed-Proper Hand Washing Throughout

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

Observed-Complete Documentation

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Not Met****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 on the consultant's observation that the center did not have documentation the emergency drills were completed.

**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: 10/31/2017**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

Observed-Positive Learning Environment

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

Observed-Complete Documentation

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Observed-Pleasant Naptime Environment

<b>Staff Records</b>
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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on documentation reviewed that one employee hired on May 15, 2017 had a records check determination dated June 3, 2014.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

**Correction Deadline: 11/2/2017****Recited on 10/26/2017**

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**591-1-1-.14 First Aid & CPR****Not Met****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 documentation reviewed that the driver did not have current first aid and CPR and there is no other adult on the vehicle while children are being transported.

**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: 10/26/2017**

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**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 was determined based on the documentation reviewed that the staff did not complete the health and safety orientation as required,

**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: 11/25/2017**

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

Lead staff education requirements

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on the consultant's observation that room 120 had a ratio of 1:16 one year old children during nap time when a ratio of 2:16 was required.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 10/26/2017**

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

Discussed-Naptime Ratios