



**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:** 7/16/2019    **VisitType:** Licensing Study    **Arrival:** 10:20 AM    **Departure:** 11:55 AM

**CCLC-1621**

**Apostles Lutheran Day School**

6025 Glenridge Drive NE, Bldg. C Atlanta, GA 30328 Fulton County  
 (404) 256-3091 paige@apostleslearning.com

**Regional Consultant**

Emma Smith

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emma.smith@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<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.
07/16/2019	Licensing Study	Good Standing	
05/28/2019	Incident Investigation Closure	Good Standing	
04/09/2019	Incident Investigation & Follow Up	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	1L:106 - Fellowship Hall	Infants	2	3	C	10	C	NA	NA	Floor Play,Nap
Main	1L:A - 103	Two Year Olds and Three Year Olds	3	14	C	21	C	NA	NA	Outside,Transitioning
Main	1R:C - 106	Three Year Olds and Four Year Olds	2	5	C	21	C	NA	NA	Floor Play
Main	2L:104 - Fellowship Hall	Infants	3	5	C	8	C	NA	NA	Transitioning,Outside
Main	2L:B - 105	Two Year Olds	3	10	C	16	C	NA	NA	Free Play
Main	2R:D - 108	One Year Olds and Two Year Olds	3	15	C	16	C	NA	NA	Transitioning
Main	B 103	One Year Olds	3	5	C	11	C	NA	NA	Transitioning
Main	UP:1L - 203/205	PreK	3	20	C	22	C	NA	NA	Clean Up,Transitioning
Main	UP:1R - 202/204		0	0	C	22	C	NA	NA	Not In Use
Main	UP:2L - 207		0	0	C	17	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 164

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 77

Total Capacity @35 sq. ft.: 164

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	I: Older	37	C

### Comments

The purpose of this visit is to conduct a licensing study and follow up to the previous visit on April 9, 2019.

Plan of Improvement: Developed This Date 07/16/2019

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

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://www.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)



### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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)

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Paige Dorley, Program Official

Date

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Emma Smith, 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-.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)**

**Met**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Technical Assistance**

591-1-1-.06(7) - Please ensure that center staff clean bathrooms daily with a disinfectant.

**Correction Deadline: 7/16/2019**

**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.

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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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**Health and Hygiene**

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

Discussed proper medication documentation and procedures.

**Comment**

The Provider currently does not dispense/administer medication other than for emergencies on this date.

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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 on this date. The last fire drill was conducted on June 20, 2019 and the last lock down drill was on February 26, 2019.

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**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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

Field trip documentation observed to be complete for field trip taken to Hammond Park on July 12, 2019 and Stars and Strikes on June 19 2019.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**Comment**

Discussed SIDS and infant sleeping position.

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on the consultant's observation that five mats in the upstairs 1L up PreK classroom were observed to be torn on the corners exposing the inside fabric and not in good repair on this date.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 7/16/2019**

<b>Staff Records</b>
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**Records Reviewed: 23**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 03/11/2019	
Staff # 2	Met
Date of Hire: 03/11/2019	
Staff # 3	Met
Date of Hire: 11/07/2003	
Staff # 4	Met
Date of Hire: 09/01/2005	
Staff # 5	Met
Date of Hire: 06/04/2018	
Staff # 6	Met
Date of Hire: 06/01/2010	
Staff # 7	Met
Date of Hire: 07/12/2019	
Staff # 8	Met
Date of Hire: 07/16/2018	
Staff # 9	Met
Date of Hire: 01/17/2000	
Staff # 10	Met

**Records Reviewed: 23****Records with Missing/Incomplete Components: 0**

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Date of Hire: 03/25/2019

Staff # 11 Met

Date of Hire: 02/05/2001

Staff # 12 Met

Date of Hire: 05/13/2019

Staff # 13 Met

Date of Hire: 01/06/2014

Staff # 14 Met

Date of Hire: 10/11/2019

Staff # 15 Met

Date of Hire: 10/22/2018

Staff # 16 Met

Staff # 17 Met

Date of Hire: 09/18/2000

Staff # 18 Met

Date of Hire: 07/10/2019

Staff # 19 Met

Date of Hire: 07/01/2019

Staff # 20 Met

Date of Hire: 07/01/2019

Staff # 21 Met

Date of Hire: 08/29/2005

Staff # 22 Met

Date of Hire: 01/15/2015

Staff # 23 Met

Date of Hire: 08/10/2009

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**Staff Credentials Reviewed: 17**

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

Criminal record checks were observed to be complete for all staff on this date.

**Comment**

Director provided six file(s) for employees hired since last visit. All new hires had satisfactory comprehensive criminal record check letters on this date.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on review of records that for the year of 2018, seven staff members did not have any training hours, one staff had 8.5 training hours, one staff had 8 training hours, one staff had six training hours, and one staff only had three training hours.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 8/15/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<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.