



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: 1/28/2019 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 1:20 PM **Departure:** 6:45 PM

CCLC-1822

St. Andrews Extended Day Program

4882 Lavista Road Tucker, GA 30084 DeKalb County
 (770) 934-1461 STANDSCHOOL@GMAIL.COM

Regional Consultant

Chrische Walker

Phone: (770) 359-5166
 Fax: (678) 891-5618
 chrische.walker@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
01/28/2019	Incident Investigation Closure	Good Standing	
01/28/2019	Incident Investigation/Licensing Study	Good Standing	
12/12/2018	Incident Investigation Closure	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	102		0	0	C	19	C	NA	NA	Not In Use
Main	104	Three Year Olds and Four Year Olds	1	10	C	17	C	NA	NA	Nap
Main	106		0	0	C	0	C	NA	NA	Not In Use
Main	109	Three Year Olds and Four Year Olds and Six Year Olds and Over	1	7	C	18	C	NA	NA	Nap
Main	110		0	0	C	17	C	NA	NA	Not In Use
Main	111		0	0	C	18	C	NA	NA	Not In Use
Main	112	Five Year Olds and Six Year Olds and Over	1	9	C	17	C	NA	NA	Nap
Main	113/115		0	0	C	0	C	NA	NA	Not In Use
Main	114		0	0	C	15	C	NA	NA	Not In Use
Main	116		0	0	C	17	C	NA	NA	Not In Use
Main	117	Six Year Olds and Over	1	9	C	15	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 153					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 35			Total Capacity @35 sq. ft.: 153			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	140	C
Main	PG B	43	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on October 31, 2018. The consultant left a Fire Drill and Emergency Drill Form on this date.

Plan of Improvement: Developed This Date 01/28/2019

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.

- 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)



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

Lonnette Bruce, Program Official

Date

Chrische Walker, Consultant

Date



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

Findings Report

Date: 1/28/2019 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 1:20 PM **Departure:** 6:45 PM

CCLC-1822

St. Andrews Extended Day Program

4882 Lavista Road Tucker, GA 30084 DeKalb County
 (770) 934-1461 STANDSCHOOL@GMAIL.COM

Regional Consultant

Chrische Walker
 Phone: (770) 359-5166
 Fax: (678) 891-5618
 chrische.walker@decal.ga.gov

Mailing Address
 Same

The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Great January lesson plans planned for the children. Please ensure all lesson plans are current in all classrooms.

Correction Deadline: 1/28/2019

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)

Met

Comment

Swimming rules discussed. Swimming activities are not provided at this time.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing

Child # 4	Met
Child # 5	Met

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please ensure that the children's enrollment form are current with the parents work information and physician information.

Correction Deadline: 1/28/2019

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)

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute the mulch surrounding the fall zone equipment.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

There were no diapered children enrolled at the program.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Not Met

Finding

591-1-1-.20(5) requires that medicines no which are no longer to be dispensed shall be returned to the child's Parent(s) immediately. It was determined based on a review of records that two children's medication were expired and needed to be returned to the parent immediately, which included an auto-injector and an inhaler.

POI (Plan of Improvement)

The Center will train Staff on a system for tracking the use of expired medications and returning them to Parent (s).

Correction Deadline: 1/28/2019

Policies and Procedures

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

Met

Comment

Great job conducting fire drills and other emergency drills. Please ensure to conduct lock down drills.

Correction Deadline: 2/2/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Animals maintained clean and appropriately caged in Room 110.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

N/A

Comment

Center does not participate in field trips at this time.

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

Met

Comment

Complete documentation of transportation observed. Great job!

Sleeping & Resting Equipment

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. Great job on storing the children's bedding in classrooms.

Staff Records**Records Reviewed: 24****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/28/2017	
Staff # 2	Met
Date of Hire: 08/23/2012	
Staff # 3	Met
Date of Hire: 06/07/2017	
Staff # 4	Met
Date of Hire: 04/09/2018	
Staff # 5	Met
Date of Hire: 06/09/2014	
Staff # 6	Met
Date of Hire: 08/29/2016	
Staff # 7	Met
Date of Hire: 02/12/2018	
Staff # 8	Met
Date of Hire: 06/07/2017	
Staff # 9	Met
Date of Hire: 10/01/2001	
Staff # 10	Met
Date of Hire: 12/01/2014	
Staff # 11	Met
Date of Hire: 05/16/2017	
Staff # 12	Met
Date of Hire: 08/12/2014	
Staff # 13	Met
Date of Hire: 09/16/2016	

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 14 Date of Hire: 07/27/2018	Met
Staff # 15 Date of Hire: 09/21/2016	Met
Staff # 16 Date of Hire: 08/05/2004	Met
Staff # 17 Date of Hire: 11/13/2015	Met
Staff # 18 Date of Hire: 04/01/2017	Met
Staff # 19 Date of Hire: 08/25/2016	Met
Staff # 20 Date of Hire: 02/06/2017	Met
Staff # 21 Date of Hire: 01/07/2019	Met
Staff # 22 Date of Hire: 09/01/2015	Met
Staff # 23 Date of Hire: 10/29/2004	Met
Staff # 24 Date of Hire: 08/17/2005	Met

Staff Credentials Reviewed: 24

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

Comment

Criminal record checks were observed to be complete. Great job! The consultant reviewed portability requirements with the director.

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

Comment

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

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

Comment

Discussed staff training. Please obtain required documentation for the 2019 calendar year. The consultant discussed with the director that Fire Safety training does not count towards the ten required training hours.

Correction Deadline: 12/31/2018

Corrected on 1/28/2019

.33(6) - The previous citation has been corrected on this date. The consultant observed staff members to complete ten required hours for the 2018 calendar year.

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Met

Comment

Discussed combining children of mixed ages in Room 109.

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

Met

Comment

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

The following information is associated with a Incident Investigation Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Correction Deadline: 12/12/2018

Corrected on 1/28/2019

.12(1) - The previous citation has been corrected on this date. The director stated that children are not allowed to ride the scooter and that the Fellowship Hall is not opened to the children until an Amendment is approved.

Facility

591-1-1-.25 Physical Plant-Structural/Mechanical

Met

Correction Deadline: 12/12/2018

Corrected on 1/28/2019

.25(19) - The previous citation has been corrected on this date. The director stated that the Fellowship Hall is not in used for the children until the Amendment is approved.

Policies and Procedures

591-1-1-.29 Required Reporting

Met

Correction Deadline: 12/12/2018

Corrected on 1/28/2019

.29(3) - The previous citation has been corrected on this date. The consultant discussed with the director to ensure to report any serious injury to the department, within the required reporting guidelines.

Safety

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

Met

Correction Deadline: 12/12/2018

Corrected on 1/28/2019

.11(2) - The previous citation has been corrected on this date. The consultant observed staff members speaking to the child in an appropriate manner on this date.

Staffing and Supervision

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

Met

Correction Deadline: 12/12/2018

Corrected on 1/28/2019

.32(7) - The previous citation has been corrected on this date. The director stated that children are not allowed to ride the scooter and that the Fellowship Hall is not opened to the children until an Amendment is approved.