



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: 5/22/2018 **VisitType:** Licensing Study **Arrival:** 2:25 PM **Departure:** 5:20 PM

CCLC-1978

Eastminster School Age Program

5801 Hugh Howell Road Stone Mountain, GA 30087 DeKalb County
 (770) 469-9489 csears@eastminster.us

Regional Consultant

Chrische Walker

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

Mailing Address
 Same

Quality Rated: No

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.
05/22/2018	Licensing Study	Good Standing	
12/14/2017	Monitoring Visit	Good Standing	
03/22/2017	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	132		0	0	C	21	C	NA	NA	Not In Use
Main	136 B- 2nd left		0	0	C	32	C	NA	NA	Not In Use
Main	138- 1st Left		0	0	C	22	C	NA	NA	Not In Use
Main	142 A- 1st Right		0	0	C	14	C	NA	NA	Not In Use
Main	142 B- 2nd Right	Five Year Olds and Six Year Olds and Over	4	9	C	17	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 106			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 106							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	back	71	C
Main	front	26	C
Main	Playground 3	42	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on December 14, 2017. The consultant left an Emergency Preparedness Plan and a Posted Notices List resources for the director.

Plan of Improvement: Developed This Date 05/22/2018

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.

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.al.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.al.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
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.al.ga.gov

Celeste Sears, 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: 5/22/2018 **VisitType:** Licensing Study

Arrival: 2:25 PM

Departure: 5:20 PM

CCLC-1978

Eastminster School Age Program

5801 Hugh Howell Road Stone Mountain, GA 30087 DeKalb County
(770) 469-9489 csears@eastminster.us

Mailing Address
Same

Regional Consultant

Chrische Walker

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

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The after school program are planning summer activities for the children.

Correction Deadline: 5/22/2018

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

Met

Comment

Discussed adding equipment and toys to enhance variety for the school age program.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records**Met****Comment**

Records were observed to be complete and well organized. Please remember to have all parents completely fill out the children's enrollment forms.

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

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

Correction Deadline: 12/14/2017

Corrected on 5/22/2018

.19(1) - The previous citation has been corrected on this date. The consultant observed the appropriate amount of children in Room 142 B during snack.

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

Correction Deadline: 12/14/2017

Corrected on 5/22/2018

.25(8) - The previous citation had been corrected on this date. The consultant observed protective caps on the outlets. The consultant encouraged the provider to continue to monitor the outlets.

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

Playground observed to be clean and in good repair.

Food Service

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

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decalfga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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)**N/A****Comment**

There were no children enrolled in the after school program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on the consultant's observation that four containers of children's allergy medication was located in the center's first aid kit, without a written authorization from the parent or a child's physician.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 5/22/2018

Policies and Procedures

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

Great job on conducting fire drills and emergency drills.

Correction Deadline: 5/27/2018

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

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting**Met****Comment**

Discussed reporting requirements.

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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. The program plans to conduct field trips for the summer months.

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

Complete documentation of transportation observed. Great job.

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

The after school program does not provide nap for the children.

Staff Records**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 12/23/2017	
Staff # 2	Met
Date of Hire: 12/16/2013	
Staff # 3	Met
Date of Hire: 04/24/2017	
Staff # 4	Met
Date of Hire: 08/27/2010	
Staff # 5	Met
Date of Hire: 11/10/2017	
Staff # 6	Met
Date of Hire: 04/16/2018	
Staff # 7	Met
Date of Hire: 05/27/2013	
Staff # 8	Met
Date of Hire: 05/18/2009	
Staff # 9	Met
Date of Hire: 01/03/2018	
Staff # 10	Met
Date of Hire: 12/08/2016	

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 11

Met

Date of Hire: 08/26/2013

Staff Credentials Reviewed: 11

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Director provided three files for employees hired since last visit.

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

Met

Comment

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

Correction Deadline: 1/13/2018

Corrected on 5/22/2018

.14(2) - The previous citation has been corrected on this date. The consultant observed all staff members to have current first aid and CPR certification.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training. Great job.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

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