



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: 1/16/2019 **VisitType:** Monitoring Visit

Arrival: 8:30 AM

Departure: 2:45 PM

CCLC-3212

Saint Luke Early Learning Center

300 11th Street Columbus, GA 31901 Muscogee County
 (706) 322-2703 scarr@stlukeum.com

Regional Consultant

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

| 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. |
|------------------------------------|------------------|---------------|--|
| 01/16/2019 | Monitoring Visit | Good Standing | |
| 08/29/2018 | Licensing Study | Good Standing | |
| 04/19/2018 | 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 |
|----------|-----------|---------------|-------|----------|------|------------|--------------|------------|--------------|-------------------------------------|
| Bldg. 1 | 1st Left | Two Year Olds | 3 | 9 | C | 17 | C | NA | NA | Transitioning, Free Play, Breakfast |
| Bldg. 1 | 1st Right | Infants | 2 | 5 | C | 11 | C | NA | NA | Floor Play |
| Bldg. 1 | 2nd Left | Infants | 2 | 5 | C | 10 | C | NA | NA | Floor Play, Feeding, Diapering |
| Bldg. 1 | 2nd Right | Infants | 2 | 1 | C | 11 | C | NA | NA | Floor Play |
| Bldg. 1 | 3rd Left | One Year Olds | 2 | 6 | C | 11 | C | NA | NA | Transitioning, Free Play |
| Bldg. 1 | 3rd Right | Infants | 2 | 7 | C | 10 | C | NA | NA | Floor Play |
| Bldg. 1 | 4th Left | One Year Olds | 2 | 6 | C | 0 | NC | NA | NA | Transitioning, Nap |
| Bldg. 1 | 4th Right | Infants | 2 | 3 | C | 11 | C | NA | NA | Feeding, Floor Play, Diapering |
| Bldg. 1 | 5th Left | One Year Olds | 2 | 6 | C | 0 | NC | NA | NA | Free Play |
| Bldg. 1 | 5th Right | One Year Olds | 2 | 9 | C | 15 | C | NA | NA | Circle Time |
| Bldg. 1 | 6th Left | Two Year Olds | 2 | 6 | C | 0 | NC | NA | NA | Transitioning |
| Bldg. 1 | 6th Right | Two Year Olds | 1 | 5 | C | 17 | C | NA | NA | Transitioning |
| Bldg. 1 | 7th Left | One Year Olds | 2 | 7 | C | 0 | NC | NA | NA | Free Play, Centers |
| Bldg. 1 | 7th Right | Two Year Olds | 1 | 5 | C | 17 | C | NA | NA | Transitioning, Free Play |

| | | | | | | | | | | |
|---------------------------------|-----------|------------------------------------|---------------------------------|----|-------------------------------|-------------------------------|----|----|----|--------------------------------------|
| Bldg. 1 | 8th Left | One Year Olds | 2 | 7 | C | 0 | NC | NA | NA | Free Play |
| Bldg. 1 | 8th Right | Two Year Olds | 3 | 9 | C | 18 | C | NA | NA | Circle Time |
| Total Capacity @35 sq. ft.: 148 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Bldg. II | 1st Left | Two Year Olds | 2 | 9 | C | 20 | C | NA | NA | Free Play |
| Bldg. II | 1st Right | Three Year Olds | 2 | 6 | C | 20 | C | NA | NA | Floor Play, Centers |
| Bldg. II | 2nd Left | Two Year Olds and Three Year Olds | 2 | 9 | C | 20 | C | NA | NA | Diapering, Transitioning, Floor Play |
| Bldg. II | 2nd Right | Four Year Olds | 1 | 6 | C | 20 | C | NA | NA | Centers |
| Bldg. II | 3rd Left | Three Year Olds | 2 | 10 | C | 20 | C | NA | NA | Centers |
| Bldg. II | 3rd Right | Three Year Olds and Four Year Olds | 2 | 7 | C | 20 | C | NA | NA | Centers |
| Bldg. II | 3rd Right | | 0 | 0 | C | 20 | C | NA | NA | |
| Bldg. II | 4th Left | Three Year Olds | 3 | 13 | C | 20 | C | NA | NA | Transitioning |
| Bldg. II | 4th Right | | 0 | 0 | C | 20 | C | NA | NA | |
| Bldg. II | 4th Right | Four Year Olds | 2 | 7 | C | 41 | C | NA | NA | Transitioning, Floor Play |
| Total Capacity @35 sq. ft.: 221 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 163 | | | Total Capacity @35 sq. ft.: 369 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
|----------|------------|----------------------|-----------------------|

Comments

The consultant reviewed and discussed the compliance and determination worksheet on this date.

Plan of Improvement: Developed This Date 01/16/2019

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/RuleAndRegulations.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.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).

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

Sherry Carr, Program Official

Date

Penny Svenson, Consultant

Date



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Findings Report

Date: 1/16/2019 **VisitType:** Monitoring Visit

Arrival: 8:30 AM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(1) requires the Center to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. It was determined based on observation that there were seven classrooms that did not have a current lesson plan posted as required.

POI (Plan of Improvement)

The Center will plan a program that includes a variety of developmentally appropriate activities that are provided daily, train Staff to use various teaching methods, and monitor both.

Correction Deadline: 1/16/2019

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

Center does not provide swimming activities.

Facility

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)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that these hazards were posed:
Teachers purse on the counter in Building II the 1st left and in Building II the 3rd left classrooms
The half-door to the closet in Building I the 8th right classroom was open and was not able to be closed due to a broken hinge and a teacher's purse was present on a shelf in the closet
A can of Envy foaming disinfectant cleaner was sitting on the counter in Building II the 1st left classroom

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 1/16/2019

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 8/29/2018****Corrected on 1/16/2019****The correction was observed on this date.****Correction Deadline: 9/8/2018****Corrected on 1/16/2019****The correction was observed on this date.****Correction Deadline: 8/29/2018****Corrected on 1/16/2019****The correction was observed on this date.**

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Hand washing requirements for diapering were discussed with the director on this date.

591-1-1-.17 Hygiene(CR)**Not Met****Finding**

591-1-1-.17(7)(a) requires washcloth handwashing be used only for infants when the infant is too heavy to hold or cannot stand safely and for children with special needs; requires that an individual washcloth be used only once for each child before laundering. It was determined based on observation that staff members in two infant classrooms used a wipe only to clean the infants hands after they were diapered and did not wash the infants hands with warm running water as required.

POI (Plan of Improvement)

The Center will train Staff on how to correctly use washcloth handwashing and will review and monitor.

Correction Deadline: 1/16/2019

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

Documentation for medication dispensing observed complete.

| |
|---------------|
| Safety |
|---------------|

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

Animals maintained clean and appropriately caged.

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

Age-appropriate discussion and/or redirection observed.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(1)(b) requires that cots and mats are provided for each child who is two (2) years of age or older and who is required to take a nap. and for each child under the age of two (2) years who can climb out of a crib. It was determined based on observation that there were nine mats with exposed foam in Bldg II 1st Left.

POI (Plan of Improvement)

The center will ensure that cots and mats are provided for each child who is two (2) years of age or older and who is required to take a nap. and for each child under the age of two years who can climb out of a crib.

Correction Deadline: 1/25/2019**Recited on 1/16/2019****Staff Records****Records Reviewed: 79****Records with Missing/Incomplete Components: 2**

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Date of Hire: 03/07/2017 | |
| Staff # 2 | Met |
| Date of Hire: 10/01/2018 | |
| Staff # 3 | Met |
| Date of Hire: 01/11/2019 | |
| Staff # 4 | Met |
| Date of Hire: 12/15/2016 | |
| Staff # 5 | Met |
| Date of Hire: 09/06/2018 | |
| Staff # 6 | Met |
| Date of Hire: 04/02/2018 | |
| Staff # 7 | Met |
| Date of Hire: 08/09/2018 | |
| Staff # 8 | Met |
| Date of Hire: 12/27/2018 | |

| | |
|--|-----|
| Staff # 9 Date of Hire: 04/30/2018 | Met |
| Staff # 10 Date of Hire: 07/26/2018 | Met |
| Staff # 11 Date of Hire: 08/20/2018 | Met |
| Staff # 12 Date of Hire: 09/05/2018 | Met |
| Staff # 13 Date of Hire: 08/28/2018 | Met |
| Staff # 14 Date of Hire: 11/18/2011 | Met |
| Staff # 15 Date of Hire: 02/14/2016 | Met |
| Staff # 16 Date of Hire: 08/17/1998 | Met |
| Staff # 17 Date of Hire: 08/15/2017 | Met |
| Staff # 18 Date of Hire: 08/08/2018 | Met |
| Staff # 19 Date of Hire: 02/20/2017 | Met |
| Staff # 20 Date of Hire: 09/27/2018 | Met |
| Staff # 21 Date of Hire: 12/16/2016 | Met |
| Staff # 22 Date of Hire: 11/08/2017 | Met |
| Staff # 23 Date of Hire: 09/14/2018 | Met |

| | |
|--|---------|
| Staff # 24 | Not Met |
| Date of Hire: 08/16/2018 | |
| <u>"Missing/Incomplete Components"</u> | |
| .33(3)-Health & Safety Certificate | |
| Staff # 25 | Met |
| Date of Hire: 11/13/2017 | |
| Staff # 26 | Met |
| Date of Hire: 09/25/2018 | |
| Staff # 27 | Met |
| Date of Hire: 07/31/2018 | |
| Staff # 28 | Met |
| Date of Hire: 12/20/2016 | |
| Staff # 29 | Met |
| Date of Hire: 08/17/2018 | |
| Staff # 30 | Met |
| Date of Hire: 04/18/2014 | |
| Staff # 31 | Met |
| Date of Hire: 02/19/2018 | |
| Staff # 32 | Met |
| Date of Hire: 12/21/2016 | |
| Staff # 33 | Met |
| Date of Hire: 08/30/2018 | |
| Staff # 34 | Met |
| Date of Hire: 02/19/2018 | |
| Staff # 35 | Met |
| Date of Hire: 05/29/2018 | |
| Staff # 36 | Met |
| Date of Hire: 10/15/2018 | |
| Staff # 37 | Met |
| Date of Hire: 12/11/2018 | |
| Staff # 38 | Met |

Date of Hire: 08/30/2018

Staff # 39 Met

Date of Hire: 11/19/2018

Staff # 40 Met

Date of Hire: 08/27/2018

Staff # 41 Met

Date of Hire: 05/16/2018

Staff # 42 Met

Date of Hire: 12/19/2016

Staff # 43 Met

Date of Hire: 12/21/2016

Staff # 44 Met

Date of Hire: 12/20/2016

Staff # 45 Met

Date of Hire: 12/20/2016

Staff # 46 Met

Date of Hire: 09/15/2017

Staff # 47 Met

Date of Hire: 04/10/2018

Staff # 48 Met

Date of Hire: 12/19/2016

Staff # 49 Met

Date of Hire: 12/16/2016

Staff # 50 Met

Date of Hire: 12/15/2016

Staff # 51 Met

Date of Hire: 08/22/2017

Staff # 52 Met

Date of Hire: 03/22/2018

Staff # 53 Met

Date of Hire: 04/02/2018

| | |
|--|-----|
| Staff # 54 Date of Hire: 08/31/2016 | Met |
| Staff # 55 Date of Hire: 09/05/2017 | Met |
| Staff # 56 Date of Hire: 03/12/2018 | Met |
| Staff # 57 Date of Hire: 05/20/2011 | Met |
| Staff # 58 Date of Hire: 11/05/2017 | Met |
| Staff # 59 Date of Hire: 01/01/2018 | Met |
| Staff # 60 Date of Hire: 11/02/2018 | Met |
| Staff # 61 Date of Hire: 07/31/2018 | Met |
| Staff # 62 Date of Hire: 09/07/2017 | Met |
| Staff # 63 Date of Hire: 12/11/2018 | Met |
| Staff # 64 Date of Hire: 08/31/2016 | Met |
| Staff # 65 Date of Hire: 06/06/2017 | Met |
| Staff # 66 Date of Hire: 07/28/2016 | Met |
| Staff # 67 Date of Hire: 11/01/2018 | Met |
| Staff # 68 Date of Hire: 01/02/2019 | Met |

Records Reviewed: 79**Records with Missing/Incomplete Components: 2**

| | |
|--|---------|
| Staff # 69 Date of Hire: 09/08/2017 | Met |
| Staff # 70 Date of Hire: 12/16/2016 | Met |
| Staff # 71 Date of Hire: 05/21/2018 | Met |
| Staff # 72 Date of Hire: 08/26/2017 | Met |
| Staff # 73 Date of Hire: 10/05/2018 | Met |
| Staff # 74 Date of Hire: 09/05/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate | Not Met |
| Staff # 75 Date of Hire: 12/31/2018 | Met |
| Staff # 76 Date of Hire: 12/21/2016 | Met |
| Staff # 77 Date of Hire: 05/22/2014 | Met |
| Staff # 78 Date of Hire: 12/09/2016 | Met |
| Staff # 79 Date of Hire: 11/16/2018 | Met |

Staff Credentials Reviewed: 79

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met**

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that two staff members hired in 2017 had a comprehensive determination present but the center failed to complete a portability request in a timely manner.

POI (Plan of Improvement)

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

Correction Deadline: 1/16/2019

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

Met

Correction Deadline: 9/28/2018

Corrected on 1/16/2019

The correction was observed on this date. The consultant observed at least 50 percent of staff members to have First Aid and CPR.

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 based on a review of records that three staff members that were employed greater than 90 days did not have health and safety training 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: 2/15/2019

Recited on 1/16/2019

Defer

The consultant will review 2018 training on the next regulatory visit.

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: 9/28/2018

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**

Adequate supervision observed on this date.