



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: 4/18/2018 **VisitType:** Licensing Study **Arrival:** 12:40 PM **Departure:** 2:50 PM

CCLC-3423

Saint Anne's Enrichment Program

3098 Saint Anne's Lane, N. W. Atlanta, GA 30327 Fulton County
 (404) 237-7024 mmurray@saintannesdayschool.com

Mailing Address

3098 Saint Anne's Lane, NW
 Atlanta, GA 30327

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

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.
04/18/2018	Licensing Study	Good Standing	
11/27/2017	Monitoring Visit	Good Standing	
03/15/2017	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	Lower Level 1st L-Activity Center	Four Year Olds and Five Year Olds and Six Year Olds and Over	3	10	C	25	C	NA	NA	Transitioning, Outside
Main	Lower Level-1st R: Snack Room	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	10	C	22	C	NA	NA	Outside, Snack, Transitioning
Main	Upper Back- Rm 102		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 20			Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on November 27, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 04/18/2018

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

Monica Murray, Program Official

Date

Margarita Collier, 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.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

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

Bathrooms observed to be clean and well maintained.

Comment

Please monitor bathrooms for necessary supplies.

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****Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant's observation three light fixtures were inoperable in classroom lower level 1st L-Activity Center. It was further determined based on consultant's observation one light fixture covering was cracked in classroom 1st L-Activity Center.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 4/18/2018

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

At the time of consultant's visit a leaking water pipe was observed on the back right side of the playground. Per director, the leak was observed and reported on Wednesday, April 18, 2018, and a plumber is scheduled to verify the cause of the leak on Friday, April 20, 2018.

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

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

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website:

DECAL - <http://decal.ga.gov/CACFP/Handbook.aspx> and 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)	Met
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Comment

There are no diapered children requiring services enrolled in the program on this date. The program only offers after school services to school-aged children only.

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

Staff were observed to remind children to wash hands.

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

Per director the program does not administer any medications at this time.

Policies and Procedures

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

Consultant reviewed the program's emergency preparedness plan on this date. Consultant discussed adding the following information to the program's emergency preparedness plan:

- Accommodations for children with disabilities and children with chronic medical conditions.
- Emergency scenario - death, serious injury, or loss of a child.

Correction Deadline: 4/23/2018

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

Please ensure to post the center's 2018 license.

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

Discussed reporting requirements.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

Comment

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

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Comment**

Program only offers afterschool services to school-aged children only.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/01/2000	
Staff # 2	Met
Date of Hire: 08/02/1993	
Staff # 3	Met
Date of Hire: 08/01/2000	
Staff # 4	Met
Date of Hire: 08/01/2017	
Staff # 5	Met
Date of Hire: 11/09/2017	
Staff # 6	Met
Date of Hire: 06/28/2017	
Staff # 7	Met
Date of Hire: 09/05/1980	

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on November 27, 2017.

Comment

Consultant reviewed seven staff files on this date. Consultant observed seven of seven staff members to have evidence of a satisfactory determination letter on file on this date.

Correction Deadline: 11/27/2017

Corrected on 4/18/2018

The previous citation was observed to be corrected on this date. Consultant observed the previously cited staff member to have evidence of a satisfactory determination letter on file on this date.

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

Correction Deadline: 12/27/2017

Corrected on 4/18/2018

The previous citation was observed to be corrected on this date. Consultant observed seven of seven staff members to have evidence of a current first aid and CPR training card on file on this date.

Correction Deadline: 12/27/2017

Corrected on 4/18/2018

The previous citation was observed to be corrected on this date. Consultant observed seven of seven staff members to have evidence of health and safety orientation training on file on this date.

Technical Assistance

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- 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.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

Correction Deadline: 12/31/2017

Corrected on 4/18/2018

The previous citation was observed to be corrected on this date. Consultant observed seven of seven staff members to have completed 10 hours of required training for the year 2017.

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

Met

Comment

Consultant observed all staff members to comply with all laws and regulations on this date.

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.