



**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:** 11/27/2017 **VisitType:** Monitoring Visit

**Arrival:** 2:45 PM

**Departure:** 5:00 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

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

**Mailing Address**

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

**Quality Rated:** No

<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.
11/27/2017	Monitoring Visit	Good Standing	
03/15/2017	Licensing Study	Good Standing	
09/13/2016	Monitoring Visit	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	Lower Level 1st L-Activity Center	Four Year Olds and Five Year Olds	4	19	C	25	C	NA	NA	Transitioning,Ce nters,Story
Main	Lower Level-1st R: Snack Room	Five Year Olds and Six Year Olds and Over	1	10	C	22	C	NA	NA	Snack
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: 29			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 monitoring visit and to follow-up on the previous visit completed on March 15, 2017.

Plan of Improvement: Developed This Date 11/27/2017

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](http://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.

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#### 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](mailto: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.

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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](mailto:qualityrated@dec.al.ga.gov)

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Monica Murray, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Met

#### Comment

Observed-Variety Throughout Center

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

Met

#### Comment

No Swimming Activities Provided

### Facility

#### 591-1-1-.19 License Capacity(CR)

Met

#### Comment

Licensed Capacity Routinely Met

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

Met

#### Comment

Observation-Center Clean/Well Maintained

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

Technical Assistance

#### Technical Assistance

Discussed-Fluff/Redistribute Surface

### Health and Hygiene

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

Met

#### Comment

There are no diapered children requiring services enrolled in the program at this time. The program only offers afterschool services to school-aged children only.

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

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

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

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**Policies and Procedures**

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

**Correction Deadline: 4/15/2017**

**Corrected on 11/27/2017**

**Consultant observed the program to have complete documentation of fire drills on this date. Please continue to ensure to conduct a fire drills monthly and lockdown and tornado drills twice a year.**

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

**Comment**

Please ensure to updated the following posted notices:

- Communicable illness chart
- Child care learning center licensing manual

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**Safety**

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

**Comment**

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

**Comment**

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

**Comment**

The program only offers afterschool services to school-aged children only.

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**Staff Records**

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**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Date of Hire: 08/01/2000

Staff # 2

Met

Date of Hire: 08/02/1993

Staff # 3

Not Met

**Records Reviewed: 10****Records with Missing/Incomplete Components: 4**

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Date of Hire: 11/01/2016

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 4

Met

Date of Hire: 08/01/2000

Staff # 5

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 6

Met

Date of Hire: 11/09/2017

Staff # 7

Met

Date of Hire: 01/05/2017

Staff # 8

Not Met

Date of Hire: 06/28/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.09-Criminal Records Check Missing

Staff # 9

Met

Date of Hire: 09/05/1980

Staff # 10

Not Met

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

**Staff Credentials Reviewed: 10**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Comment**

Consultant reviewed 10 staff files on this date. Consultant observed nine of 10 staff members to have evidence of a satisfactory determination letter on file.

**Comment**

The director provided two files for staff members hired since the previous visit was conducted on March 15, 2017. Consultant observed two of two newly hired staff members to have evidence of a current satisfactory determination letter on file.

**Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on consultant's review of staff files the director did not have a copy of their satisfactory determination letter on file on this date. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

**Correction Deadline: 11/27/2017**

**Correction Deadline: 3/15/2017**

**Corrected on 11/27/2017**

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

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**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of staff files one of 10 staff members hired prior to September 30, 2016 did not have evidence of a current first aid and CPR training card on file. It was further determined based on consultant's review of staff files one of 10 staff members hired after September 30, 2016 did not have evidence of a current first aid and CPR training card on file.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 12/27/2017**

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**591-1-1-.24 Personnel Records****Met**

**Correction Deadline: 4/15/2017**

**Corrected on 11/27/2017**

**The previous citation was observed to be corrected on this date. Consultant observed all staff members to have complete documentation of orientation on this date.**

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**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 consultant's review of staff files one of 10 staff members hired prior to September 30, 2016 did not complete the health and safety orientation training as required. It was further determined based on consultant's review of staff files one of 10 staff members hired after September 30, 2016 did not complete the health and safety orientation training within 90-days of their date of hire.

**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: 12/27/2017**

**Defer**

The previous citation was deferred due to the program having until the end of December 2017 to complete the required 10 hours of annual training.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

**Correction Deadline: 12/31/2017**

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

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

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Observed-Appropriate Staff:Child Ratios

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**591-1-1-.32 Supervision(CR)****Met****Comment**

Observed-Direct Supervision/Attentive Staff