



**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: 3/13/2018 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 2:05 PM

CCLC-3520

Saint Paul's Lutheran School

700 Ardenlee Parkway Peachtree City, GA 30269 Fayette County
(770) 486-3545 swallace@stpaulptc.org

Regional Consultant

Patty Malone

Phone: (912) 544-9991

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coty.cummings@dec.al.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.
03/13/2018	Licensing Study	Good Standing	
08/09/2017	Monitoring Visit	Good Standing	
01/20/2017	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	A-2L	Two Year Olds	1	7	C	21	C	NA	NA	Free Play
Main	B-1R	Three Year Olds and Four Year Olds	2	15	C	21	C	29	C	Transitioning, Lunch
Main	C-2R	Three Year Olds and Four Year Olds	1	14	C	24	C	33	C	Transitioning, Free Play
Main	D-1L	Two Year Olds	2	14	C	22	C	NA	NA	Transitioning, Free Play
Total Capacity @35 sq. ft.: 88						Total Capacity @25 sq. ft.: 105				
Total # Children this Date: 50			Total Capacity @35 sq. ft.: 88			Total Capacity @25 sq. ft.: 105				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	45	C

Comments

Plan of Improvement: Developed This Date 03/13/2018

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

Sharon Wallace, Program Official

Date

Patty Malone, Consultant

Date



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Findings Report

Date: 3/13/2018 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 2:05 PM

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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)

N/A

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

Technical Assistance

Technical Assistance

591-1-1-.08 - The consultant discussed the documentation required for person's authorized to pick up children.

Facility

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

Correction Deadline: 8/9/2017

Corrected on 3/13/2018

.19(1) - The center had submitted an amendment request for the space to be licensed.

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

Correction Deadline: 8/9/2017

Corrected on 3/13/2018

.25(13) - This citation was observed to be corrected on this date. No hazardous items were observed to be accessible to children on this date.

591-1-1-.26 Playgrounds(CR) **Not Met**

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that there was between one and three inches of resilient surface beneath the fall zones of the slide structures.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 3/23/2018

Health and Hygiene

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

Comment

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR) **Technical Assistance**

Technical Assistance

591-1-1-.17 - The consultant discussed the proper hand washing practices.

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

Comment

The center has not administered any medications since the last visit.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not conduct fire drills during September and November of 2017, and January and February of 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 3/31/2018

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

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

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) **N/A**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Finding

591-1-1-.30(1)(a) requires a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant. It was determined based on observation that the center had three non-compliant infant cribs in the center.

POI (Plan of Improvement)

The Center will provide a crib that is safety approved in compliance with CPSC and ASTM safety standards for each infant.

Correction Deadline: 3/23/2018

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 12

Staff # 1 Not Met

Date of Hire: 12/06/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

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

Staff # 3 Not Met

Date of Hire: 07/01/1997

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4 Not Met

Date of Hire: 07/01/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 6

Not Met

Date of Hire: 01/01/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

Date of Hire: 07/19/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 8

Met

Date of Hire: 07/19/2017

Staff # 9

Not Met

Date of Hire: 08/03/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 10

Not Met

Date of Hire: 09/13/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 11

Not Met

Date of Hire: 08/03/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 12

Not Met

Date of Hire: 08/01/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 13

Not Met

Date of Hire: 01/24/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 13

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

Not Met

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of records that the center had one employee hired on August 1, 2017, with a satisfactory fingerprint letter dated more than twelve months prior to the hire date.

POI (Plan of Improvement)

The Center will have the employee submit to fingerprinting, will submit an application to the department and will ensure that the employee is not on site at the center while children are present until receiving a satisfactory fingerprint determination letter from the department.

A 1-day letter was left at the center on this date.

Correction Deadline: 3/13/2018

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

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 the center had two staff without documentation of the required health and safety training.

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: 4/12/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that the center had ten staff without documentation of ten hours of annual training for 2017.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2018

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

Met

Comment

Staff met requirements.

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.