



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: 2/3/2021 **VisitType:** Initial Licensing Study **Arrival:** 10:30 AM **Departure:** 1:00 PM

CCLC-52256

St. Martins Explorers

3110 Ashford Dunwoody Road Atlanta, GA 30319 DeKalb County
 (404) 228-0729 mwalker@stmartinschool.org

Regional Consultant

Jennifer Salies

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jennifer.salies@decal.ga.gov

Mailing Address

3110-A Ashford Dunwoody Road
 Atlanta, GA 30319

Quality Rated: No

Compliance Zone Designation		
02/03/2021	Initial Licensing Study	Good Standing
08/26/2020	Licensing Study	Good Standing
02/12/2020	Initial Licensing Study	Good Standing

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.

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-# 104-Infants	Infants	3	7	C	10	C	NA	NA	Transitioning,Na p
Main	B- #101-1's	One Year Olds	2	13	C	15	C	NA	NA	Transitioning
Main	C- #100-1's	One Year Olds	3	12	C	18	C	NA	NA	Transitioning
Main	E-#120- 4's & Up	PreK	2	11	C	22	C	NA	NA	Centers
Main	F-#118-4's & Up	PreK	2	16	C	22	C	NA	NA	Centers
Main	G-#110-Pre-K	PreK	2	16	C	22	C	NA	NA	Centers
Main	I- #226-3's & Up	Three Year Olds	2	13	C	20	C	NA	NA	Lunch
Main	J-#224-3's	Three Year Olds	2	14	C	20	C	NA	NA	Lunch
Main	K-#217-3's	Three Year Olds	2	12	C	20	C	NA	NA	Lunch
Main	L-#215-2's	Two Year Olds	2	12	C	16	C	NA	NA	Lunch
Main	M-#213-2's	Two Year Olds	2	13	C	15	C	NA	NA	Lunch

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 139

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A- 2's & Up	47	C
Main	Playground B - 2 and up	45	C

Comments

An Administrative Review was conducted on site on February 3, 2021. Staff files, children's files, training, and background checks were all reviewed. An in person Initial Licensing Study was conducted on February 3, 2021. The exit conference was conducted virtually on February 4, 2021 at 6:45 p.m. with the Director. Compliance with the Executive Order issued on August 18, 2020 was reviewed during the inspection and discussed during the exit conference. A one day letter and the affidavit for the Criminal Background trainings was left on this date. Received confirmation from Zoning and letter from school about staff not being present until all Criminal Record Check letters have been received. Final License issued from desk on this date.

Plan of Improvement: Developed This Date 02/03/2021

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.al.ga.gov/CCS/RulesAndRegulations.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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.al.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.decal.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@decal.ga.gov

Morries Walker, Program Official

Date

Jennifer Salies, Consultant

Date



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Findings Report

Date: 2/3/2021 **VisitType:** Initial Licensing Study **Arrival:** 10:30 AM **Departure:** 1:00 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured.

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - Consultant discussed that bathrooms are to be fully enclosed. Center will add curtains to the bathrooms in classrooms I, J, K, L, and M

Correction Deadline: 3/5/2021

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

Met

Comment

Licensed capacity observed to be routinely met by center.

Comment

The Center is on a Temporary License until zoning documentation is submitted and all staff have their criminal background checks completed through their Decal Koala account.

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

Met

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 2/12/2020

Corrected on 2/3/2021

.25(13) - Consultant observed these items removed on this date and/or placed out of reach of children.

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence around playground C (infants) measured three (3) feet and two (2) inches when it is required to measure four (4) feet high.

POI (Plan of Improvement)

The Center will add fencing to make the barrier four (4) feet high.

Correction Deadline: 2/28/2021

Health and Hygiene

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

Technical Assistance

Comment

Staff state proper knowledge of diapering procedures.

Technical Assistance

591-1-1-.10(2) - Consultant discussed moving the changing tables in classrooms B, C, L and M closer to the sinks so that the staff are able to turn on the water if needed while changing a diaper. Staff moved diapering tables adjacent to sinks on this date.

Correction Deadline: 2/3/2021

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Discussed proper medication documentation and procedures.

Safety

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

Met

Comment

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

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Technical Assistance

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Technical Assistance

591-1-1-.30(4) - Consultant discussed covering the cots, with a table cloth or some other type of covering, that are stored in the classrooms and hallways (that children pass by and play around) so that they are inaccessible and not cross contaminating them.

Correction Deadline: 2/3/2021

Staff Records

Records Reviewed: 41

Records with Missing/Incomplete Components: 17

Staff # 1	Met
Date of Hire: 02/12/2020	
Staff # 2	Met
Date of Hire: 07/19/2018	
Staff # 3	Met
Date of Hire: 08/14/2018	
Staff # 4	Not Met
Date of Hire: 08/18/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 07/18/2018	
Staff # 6	Met
Date of Hire: 09/01/2000	
Staff # 7	Met
Date of Hire: 11/11/2019	
Staff # 8	Met
Date of Hire: 08/01/2003	
Staff # 9	Not Met
Date of Hire: 08/01/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 10	Met
Date of Hire: 08/01/2019	
Staff # 11	Met
Date of Hire: 08/01/2019	

Staff # 12	Not Met
Date of Hire: 08/01/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 13	Met
Date of Hire: 02/12/2020	
Staff # 14	Not Met
Date of Hire: 08/01/2015	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 15	Met
Date of Hire: 08/03/2017	
Staff # 16	Met
Date of Hire: 08/29/2018	
Staff # 17	Met
Date of Hire: 02/12/2020	
Staff # 18	Not Met
Date of Hire: 08/01/2003	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 19	Not Met
Date of Hire: 08/01/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 20	Met
Date of Hire: 01/18/2020	
Staff # 21	Not Met
Date of Hire: 11/09/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 22	Not Met
Date of Hire: 07/27/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

Staff # 23 Date of Hire: 08/01/2014	Met
Staff # 24 Date of Hire: 02/11/2020	Met
Staff # 25 Date of Hire: 08/01/2019	Met
Staff # 26 Date of Hire: 08/01/2019 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 27 Date of Hire: 08/01/2019 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 28 Date of Hire: 11/14/2019	Met
Staff # 29 Date of Hire: 08/17/2020 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 30 Date of Hire: 05/25/2011 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 31 Date of Hire: 02/12/2020	Met
Staff # 32 Date of Hire: 08/01/2019 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 33 Date of Hire: 08/03/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met

Staff # 34 Date of Hire: 08/22/2017	Met
Staff # 35 Date of Hire: 10/07/2008 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 36 Date of Hire: 01/18/2020	Met
Staff # 37 Date of Hire: 02/03/2021	Met
Staff # 38 Date of Hire: 08/15/2018	Met
Staff # 39 Date of Hire: 02/11/2020 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 40 Date of Hire: 08/01/2001 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 41 Date of Hire: 08/01/2019	Met

Staff Credentials Reviewed: 11

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

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of staff files that three (3) of forty-one (41) staff did not submit both a record check application to the Department and Fingerprints to an authorized fingerprinting site prior to working at the facility. Staff number 9 and 12 were hired on August 1, 2020, staff number 21 was hired on November 9, 2020, and staff number 29 was hired on August 17, 2020. A one day letter was left at the facility on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained.

Correction Deadline: 2/3/2021

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of staff files, that four (4) of forty-one (41) staff did not have a current satisfactory Comprehensive Records Check Determination letter on file. Staff number 9, hired August 1, 2020, was present at the facility working her normal shift in the after school program. Staff number 12, hired August 1, 2020, was present working at the facility in the one (1) year old classroom and in the after school classroom since her hire date. Staff number 21, hired November 9, 2020, was present working in the two (2) year old classroom since her hire date. Staff number 29, hired August 17, 2020, is a substitute staff working periodically since her hire date, was not present on the date of the visit. The affidavit letter was left at the facility on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

Correction Deadline: 2/3/2021

591-1-1-.33 Staff Training

Not Met

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of staff files that thirteen (13) of forty-one(41) staff had not completed the required ten (10) hours of annual trainings for 2020.

POI (Plan of Improvement)

The center will keep a record of annual trainings completed and check regularly that staff are on track with training hours.

Correction Deadline: 12/31/2021

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

Met

Comment

591-1-1-.31(13) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during the Initial Licensing Study on this date. The program was in compliance with the Executive Order issued on August 18, 2020.

Correction Deadline: 2/3/2021

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.

Technical Assistance

591-1-1-.32(7) - Consultant discussed with Director that staff should be observed circulating on the playgrounds due to their shapes so that they are prompt to the children's needs. Staff were observed sitting together on Playground A while children were going up the steps on the other side of the playground to go down the slide.

Correction Deadline: 2/3/2021