



**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:** 11/29/2023 **VisitType:** Licensing Study

**Arrival:** 10:30 AM

**Departure:** 3:30 PM

**CCLC-1621**

**Special Investigations Unit  
Specialist**

**Apostles Lutheran Day School**

Brittany Sawyers

6025 Glenridge Drive NE, Bldg. C Atlanta, GA 30328 Fulton County  
 (404) 256-3091 jasmine@apostleslearning.com

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brittany.sawyers@decal.ga.gov

**Mailing Address**  
 Same

**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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|--------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/29/2023                         | Licensing Study                            | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/06/2023                         | Complaint Closure                          | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 09/25/2023                         | Complaint Investigation & 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                            | 1L:106 - Fellowship Hall | Infants and One Year Olds          | 2     | 8        | C                               | 10         | C            | NA         | NA           | Floor Play              |
| Main                            | 1L:A - 103               |                                    | 0     | 0        | C                               | 21         | C            | NA         | NA           |                         |
| Main                            | 1R:C - 106               | Three Year Olds and Four Year Olds | 2     | 6        | C                               | 21         | C            | NA         | NA           | Art                     |
| Main                            | 2L:104 - Fellowship Hall |                                    | 0     | 0        | C                               | 8          | C            | NA         | NA           |                         |
| Main                            | 2L:B - 105               | Two Year Olds                      | 2     | 16       | C                               | 16         | C            | NA         | NA           | Centers                 |
| Main                            | 2R:D - 108               | One Year Olds and Two Year Olds    | 3     | 14       | C                               | 16         | C            | NA         | NA           | Lunch,Story             |
| Main                            | B 103                    | Three Year Olds                    | 2     | 11       | C                               | 11         | C            | NA         | NA           | Centers                 |
| Main                            | UP:1L - 203/205          | GA PreK                            | 2     | 21       | C                               | 22         | C            | NA         | NA           | Centers                 |
| Main                            | UP:1R - 202/204          | GA PreK                            | 2     | 19       | C                               | 22         | C            | NA         | NA           | Transitioning,Lu<br>nch |
| Main                            | UP:2L - 207              |                                    | 0     | 0        | C                               | 17         | C            | NA         | NA           |                         |
| Total Capacity @35 sq. ft.: 164 |                          |                                    |       |          | Total Capacity @25 sq. ft.: 0   |            |              |            |              |                         |
| Total # Children this Date: 95  |                          |                                    |       |          | Total Capacity @35 sq. ft.: 164 |            |              |            |              |                         |
|                                 |                          |                                    |       |          | Total Capacity @25 sq. ft.: 0   |            |              |            |              |                         |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | I: Older   | 37                   | C                     |

### Comments

A Licensing Study was conducted on this date.

Plan of Improvement: Developed This Date 11/29/2023

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.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

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.ga.gov](mailto:qualityrated@dec.ga.gov) for more information. Free technical assistance is available!**

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Jasmine Mangham, Program Official

Date

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Brittany Sawyers, Special Investigations Unit  
Specialist

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-.03 Activities**

Technical Assistance

**Technical Assistance**

591-1-1-.03(2) - The Center will ensure that staff members lesson plans are current with appropriate instruction practices and activities.

Correction Deadline: 11/29/2023

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

Met

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records, that one out of five children files were missing release person information and physician contact information.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 11/29/2023****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)****Met****Comment**

Center appears clean and well maintained.

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

591-1-1-.26(9) - The bottom of the right wood fence will be repaired. The Center will continue to remove hazards from the playground and will routinely monitor the playground for hazards.

**Correction Deadline: 11/29/2023****Food Service****591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation, that six bottles in the refrigerator were not labeled with children's name in Classroom 1L 106 on this date.

**POI (Plan of Improvement)**

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

**Correction Deadline: 11/29/2023**

## 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(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation, a staff member did not wash their hands before diapering in Classroom 1L 106 on this date.

#### POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 11/29/2023**

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

Met

#### Comment

Documentation for medication dispensing observed complete.

**Safety**

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director 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)

Technical Assistance

#### Technical Assistance

591-1-1-.30(1)(b)2 - The Center will ensure that cots and mats are used by the same child daily and marked for individual use.

**Correction Deadline: 11/29/2023**

## Staff Records

### 591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Met

#### Comment

Criminal record checks were observed to be complete.

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

Technical Assistance

#### Technical Assistance

591-1-1-.14 - The director will ensure that CPR and First Aid training are monitored and up to date. The director has scheduled CPR and First Aid training for next week.

### 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 a review of records, that the director did not have evidence of staff members required annual 10 hours training on this date.

#### 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: 12/29/2023**

### 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

Staff observed to provide direct supervision and be attentive to children's needs.

### 591-1-1-.32 Supervision(CR)

Met

#### Comment

Adequate supervision observed on this date.