



**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

**Cover Sheet**

**Date:** 7/15/2021    **VisitType:** Licensing Study    **Arrival:** 2:10 PM    **Departure:** 3:10 PM

**CCLC-1621**

**Apostles Lutheran Day School**

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

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

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emma.smith@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<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.
07/15/2021	Licensing Study	Good Standing	
03/18/2021	Complaint Investigation by Phone	Good Standing	
01/21/2021	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	3	7	C	10	C	NA	NA	Nap,Floor Play
Main	1L:A - 103	Three Year Olds	2	15	C	21	C	NA	NA	Centers
Main	1R:C - 106	Four Year Olds	2	15	C	21	C	NA	NA	Art,Centers
Main	2L:104 - Fellowship Hall		0	0	C	8	C	NA	NA	
Main	2L:B - 105	Two Year Olds	3	10	C	16	C	NA	NA	Music,Circle Time
Main	2R:D - 108	One Year Olds	2	9	C	16	C	NA	NA	Free Play
Main	B 103		0	0	C	11	C	NA	NA	Not In Use
Main	UP:1L - 203/205		0	0	C	22	C	NA	NA	Not In Use
Main	UP:1R - 202/204		0	0	C	22	C	NA	NA	Not In Use
Main	UP:2L - 207	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	13	C	17	C	NA	NA	Transitioning

Total Capacity @35 sq. ft.: 164

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 69

Total Capacity @35 sq. ft.: 164

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	I: Older	37	C
Main	II: Toddler	24	C

### Comments

An Administrative Review was conducted on July 15, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on July 19, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant left a one-day letter and CBC video affidavit with the director on this date.

Consultant discussed and provided flyer regarding the CCLC Virtual Core Rules Refresher Sessions on this date.

Plan of Improvement: Developed This Date 07/15/2021

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.state.ga.us/CCS/Regulations.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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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)

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Jasmine Mangham, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 7/15/2021 **VisitType:** Licensing Study

**Arrival:** 2:10 PM

**Departure:** 3:10 PM

#### CCLC-1621

##### Apostles Lutheran Day School

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#### Regional Consultant

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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: 2**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 2 Met

Child # 3 Met

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

**Technical Assistance**

591-1-1-.08(1) - Consultant discussed ensuring all children records have parent work addresses listed on this date.

**Correction Deadline: 7/15/2021**

**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)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that disinfectant wet wipes were located on a cabinet in the upstairs 1L 203/205 extended day classroom and brooms, toilet plungers/brushes, and mops were accessible in the bathrooms on this date.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 7/15/2021**

**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Playground observed to be clean and in good repair.

**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

**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)****Technical Assistance****Comment**

Staff state proper knowledge of diapering procedures on this date.

**Technical Assistance**

591-1-1-.10(4) - Discussed replacing diaper changing pad in 2R:D classroom 108 on this date.

**Correction Deadline: 7/15/2021**

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete for one medication dispensed June 7, 2021.

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

Consultant observed complete emergency preparedness plans on this date.

**Comment**

Program observed complete emergency drills on this date with last fire drill conducted June 7, 2021 and last tornado drill conducted February 25, 2021.

**Safety****591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed.

**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)****Met****Comment**

Discussed SIDS and infant sleeping position.

**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.

**Staff Records****Records Reviewed: 21****Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 05/23/2005

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Met

Date of Hire: 03/11/2019

Staff # 3

Met

Date of Hire: 11/07/2003

Staff # 4

Met

Date of Hire: 08/07/2019

Staff # 5 Date of Hire: 07/25/2005	Met
Staff # 6 Date of Hire: 09/30/2019	Met
Staff # 7 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 8 Date of Hire: 01/17/2000	Met
Staff # 9 Date of Hire: 02/19/2001	Met
Staff # 10 Date of Hire: 01/06/2014	Met
Staff # 11 Date of Hire: 10/11/1999	Met
Staff # 12 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 13 Date of Hire: 08/08/2019	Met
Staff # 14 Date of Hire: 10/22/2018	Met
Staff # 15 Date of Hire: 02/13/2017	Met
Staff # 16 Date of Hire: 09/18/2000	Met
Staff # 17	Met
Staff # 18 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 19	Met

**Records Reviewed: 21****Records with Missing/Incomplete Components: 4**

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Date of Hire: 11/26/2008

Staff # 20

Met

Date of Hire: 06/07/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 21

Met

Date of Hire: 06/27/2012

**Staff Credentials Reviewed: 15**

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**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 a review of records that staff member #1 that was hired May 23, 2005, did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. Staff member #1 was observed in the upstairs 2L:207 extended day classroom with the 13 summer camp children and was supervised by another staff member.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will follow up in Koala to 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 watch the video units to ensure the CRC rules are maintained.

**Correction Deadline: 7/15/2021****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 a review of records that staff member #1 that was hired May 23, 2005, did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. Staff member #1 was observed in the upstairs 2L:207 extended day classroom with 13 summer camp children and was supervised by another staff member.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will follow up in Koala 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. 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 watch the video units to ensure the CRC rules are maintained.

**Correction Deadline: 7/15/2021**

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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 review of records that one staff member did not obtain certification in first aid and CPR within 90 days of their hire date.

**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: 8/14/2021**

**591-1-1-.33 Staff Training****Not Met****Technical Assistance**

591-1-1-.33 - Discussed health and safety orientation training requirements with the director on this date.

**Technical Assistance**

591-1-1-.33(1) - Discussed Initial Center orientation with director on this date.

**Correction Deadline: 7/15/2021**

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that two staff did not complete health and safety orientation training within the first 90 days of employment.

**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 and will ensure that the training includes all required components as required.

**Correction Deadline: 8/14/2021**

**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**

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.