



**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: 9/21/2021 **VisitType:** Licensing Study **Arrival:** 2:25 PM **Departure:** 3:25 PM

CCLC-3220

Day School Of The Sandy Springs Christian Church, The

301 Johnson Ferry Road, NW Atlanta, GA 30328 Fulton County
(404) 252-3950 Kathy@SandySpringsCC.org

Regional Consultant

Emma Smith

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emma.smith@decal.ga.gov

Mailing Address

301 Johnson Ferry Rd, NW
Atlanta, GA 30328

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.
09/21/2021	Licensing Study	Good Standing	
02/10/2021	Monitoring Visit	Good Standing	
10/30/2020	Licensing Study	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	107	Two Year Olds	2	7	C	7	C	NA	NA	Snack
Main	108		0	0	C	10	C	NA	NA	
Main	109		0	0	C	8	C	NA	NA	
Main	111	PreK	2	12	C	18	C	NA	NA	Art,Circle Time
Main	1L: 104	Three Year Olds and Four Year Olds	2	9	C	12	C	17	C	Outside,Transitioning
Main	1R: 105	Two Year Olds	3	8	C	12	C	NA	NA	Transitioning
Main	2L: 102		0	0	C	12	C	17	C	Not In Use
Main	2R: 103	PreK	2	12	C	14	C	20	C	Centers
Main	3R: 101	Three Year Olds	2	10	C	12	C	17	C	Centers,Clean Up
Total Capacity @35 sq. ft.: 105						Total Capacity @25 sq. ft.: 126				
Total # Children this Date: 58			Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 126				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An Administrative Review was conducted on September 21, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 24, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant discussed and provided flyer regarding the CCLC Virtual Core Rules Refresher Sessions, OLLI Beyond th Rules and Active Supervision trainings, and GA PDS information flyer on this date.

Consultant discussed COVID-19 reporting.

Consultant discussed Criminal Background Check Policy regarding therapists with the the director.

Plan of Improvement: Developed This Date 09/21/2021

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

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.

- 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)

Kathy Gregory, Program Official

Date

Emma Smith, Consultant

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-.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: 5

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 2

Not Met

"Missing/Incomplete Components"

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

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

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

591-1-1-.08 Children's Records

Not Met

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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that three of five records reviewed were missing a parent work address and work telephone number, two of five records reviewed were missing the address for the release of persons, and one of five records reviewed was missing the name and telephone number of the child's primary source of health care.

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: 9/21/2021

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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)

Technical Assistance

Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Comment

Center appears clean and well maintained.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair.

Food Service

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

Per the director the program does not prepare meals and the children bring food from home.

Comment

The program currently does not have any infants enrolled.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Program emergency preparedness plan was observed on this date.

Comment

Program observed complete emergency drills

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

Observed all required posted notices.

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 on this date. Regulations regarding proper discipline were discussed with the director and staff 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)**N/A****Comment**

Sleeping/Naps are not required for this program. The hours of operation for this program are 9:00 A.M. to 12:30 P.M.

Staff Records

Records Reviewed: 27**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 07/01/2012	
Staff # 2	Met
Date of Hire: 09/07/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 08/30/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 08/31/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 08/31/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 09/01/1997	
Staff # 7	Met
Date of Hire: 09/01/2010	
Staff # 8	Met

Records Reviewed: 27**Records with Missing/Incomplete Components: 0**

Date of Hire: 08/31/2021

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

Staff # 9

Met

Date of Hire: 04/01/2010

Staff # 10

Met

Date of Hire: 08/31/2021

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

Staff # 11

Met

Date of Hire: 01/01/2003

Staff # 12

Met

Date of Hire: 09/01/1999

Staff # 13

Met

Date of Hire: 08/25/2017

Staff # 14

Met

Date of Hire: 09/01/2016

Staff # 15

Met

Date of Hire: 08/31/2021

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

Staff # 16

Met

Date of Hire: 08/25/2016

Staff # 17

Met

Date of Hire: 08/27/2018

Staff # 18

Met

Date of Hire: 07/01/2016

Staff # 19

Met

Date of Hire: 08/20/2010

Staff # 20

Met

Date of Hire: 09/01/2006

Staff # 21

Met

Date of Hire: 09/01/1995

Staff # 22

Met

Date of Hire: 09/01/2019

Records Reviewed: 27

Records with Missing/Incomplete Components: 0

Staff # 23 Met
Date of Hire: 09/01/1995

Staff # 24 Met
Date of Hire: 09/01/1983

Staff # 25 Met
Date of Hire: 09/01/1984

Staff # 26 Met
Date of Hire: 09/07/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 27 Met

Staff Credentials Reviewed: 12

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

Comment

Criminal record checks were observed to be complete for all current staff.

Comment

Director provided eight files for employees hired since last visit.

591-1-1-.14 First Aid & CPR Technical Assistance

Technical Assistance

591-1-1-.14 - Please be mindful of training expiration dates. Discussed "Blended" First Aid and CPR training (online study plus hands-on skill practice and assessment) with the director on this date.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Technical Assistance

Comment

Documentation observed of required staff training.

Technical Assistance

591-1-1-.33(4) - Discussed food preparation and nutrition training requirements with the director on this date.

Correction Deadline: 10/21/2021

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

Adequate supervision observed on this date.

