



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: 8/30/2022 **VisitType:** Monitoring Visit

Arrival: 1:10 PM

Departure: 4:00 PM

CCLC-1822

St. Andrews Extended Day Program

4882 Lavista Road Tucker, GA 30084 DeKalb County
 (770) 934-1461 sasdirector@sapctucker.org

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@dec.al.gov

Mailing Address

4882 Lavista Rd
 Tucker, GA 30084

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. |
|------------------------------------|------------------|---------------|--|
| 08/30/2022 | Monitoring Visit | Good Standing | |
| 03/08/2022 | Licensing Study | Good Standing | |
| 08/24/2021 | 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 | 102 | | 0 | 0 | C | 19 | C | NA | NA | Not In Use |
| Main | 104 | Four Year Olds | 2 | 6 | C | 17 | C | NA | NA | Nap |
| Main | 105 | | 0 | 0 | C | 9 | C | NA | NA | Not In Use |
| Main | 106 | | 0 | 0 | C | 0 | C | NA | NA | Not In Use |
| Main | 107 | | 0 | 0 | C | 13 | C | NA | NA | Not In Use |
| Main | 109 | Four Year Olds | 2 | 6 | C | 18 | C | NA | NA | Nap |
| Main | 110 | | 0 | 0 | C | 17 | C | NA | NA | Not In Use |
| Main | 111 | | 0 | 0 | C | 18 | C | NA | NA | Not In Use |
| Main | 112 | | 0 | 0 | C | 17 | C | NA | NA | Not In Use |
| Main | 113/115 | Two Year Olds and Three Year Olds | 3 | 11 | C | 0 | NC | NA | NA | Nap |
| Main | 114 | | 0 | 0 | C | 15 | C | NA | NA | Not In Use |
| Main | 116 | | 0 | 0 | C | 17 | C | NA | NA | Not In Use |
| Main | 117 | | 0 | 0 | C | 15 | C | NA | NA | Not In Use |
| Total Capacity @35 sq. ft.: 175 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 23 | | | Total Capacity @35 sq. ft.: 175 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | PG A | 140 | C |
| Main | PG B | 43 | C |

Comments

Plan of Improvement: Developed This Date 08/30/2022

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 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.state.ga.us for more information. Free technical assistance is available!

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 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)

Lonnette Bruce, Program Official

Date

Roslyn Williams, Consultant

Date



**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

Findings Report

Date: 8/30/2022 **VisitType:** Monitoring Visit

Arrival: 1:10 PM

Departure: 4:00 PM

CCLC-1822

St. Andrews Extended Day Program

4882 Lavista Road Tucker, GA 30084 DeKalb County
(770) 934-1461 sasdirector@sapctucker.org

Mailing Address

4882 Lavista Rd
Tucker, GA 30084

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@dec.al.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(1) requires the Center to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. It was determined based on observation that the Center did not have a current lesson plan available for review in all rooms observed except room 104.

POI (Plan of Improvement)

The Center will plan a program that includes a variety of developmentally appropriate activities that are provided daily, train Staff to use various teaching methods, and monitor both.

Correction Deadline: 9/2/2022

Recited on 8/30/2022

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

Met

Correction Deadline: 3/31/2022

Corrected on 8/30/2022

.12(2) - The previous citation was corrected. The consultant observed that the chairs had removed from room 104.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

- Child # 1 Not Met
"Missing/Incomplete Components"
 .08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing
- Child # 2 Not Met
"Missing/Incomplete Components"
 .08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing
- Child # 3 Not Met
"Missing/Incomplete Components"
 .08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing
- Child # 4 Not Met
"Missing/Incomplete Components"
 .08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing
- Child # 5 Not Met
"Missing/Incomplete Components"
 .08(1)(a)-Work Address Missing,.08(3)-Address of Release Person 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 review of records that Center Staff did not have evidence of addresses of the person(s) to whom the child may be released and parent work addresses documented on five of five records reviewed.

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: 9/2/2022

Recited on 8/30/2022

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the exhaust fans were not working in rooms 106, and the boys and girls bathrooms located in the hallway.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 9/9/2022

Recited on 8/30/2022

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

Technical Assistance

Technical Assistance

591-1-1-.19 - Discussed movement of children to maintain capacities.

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

Not Met

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

Finding

591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on observation that a fan was positioned and accessible to children in room 109.

POI (Plan of Improvement)

The Center will re-position or re-install equipment, as needed, and will make all such equipment inaccessible to children.

Correction Deadline: 8/30/2022

Correction Deadline: 3/8/2022

Corrected on 8/30/2022

.25(13) - The previous citation was corrected.

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

Not Met

Comment

Routine playground maintenance was discussed with the director.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that overgrown brush that was accessible to children was growing on the fence and through the resilient surfacing on the large and small playground. It was further determined that the cement platform on the small playground was not flushed to the ground and posed a potential tripping hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 8/30/2022

| |
|---------------------------|
| 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) **Met**

Comment

Staff were observed to remind children to wash hands.

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

Comment

The Provider currently does not dispense/administer medication.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Staff # 2 | Met |
| Staff # 3 | Met |
| Staff # 4 | Met |
| Staff # 5 | Met |
| Date of Hire: 09/10/2019 | |
| Staff # 6 | Met |
| Staff # 7 | Met |
| Staff # 8 | Met |
| Staff # 9 | Met |
| Staff # 10 | Met |
| Staff # 11 | Met |
| Staff # 12 | Met |

Staff Credentials Reviewed: 2

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

Correction Deadline: 3/8/2022

Corrected on 8/30/2022

.09(1)(a) - .09(1)(c) - The previous citation was corrected. The consultant observed a valid and current satisfactory Comprehensive Records Check Determination on file for staff.

Correction Deadline: 3/8/2022

Corrected on 8/30/2022

.09(1)(c) - The previous citation was corrected. The consultant observed a valid and current satisfactory Comprehensive Records Check Determination on file for staff.

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

Correction Deadline: 9/9/2022

Corrected on 8/30/2022

.14(1) - The previous citation was corrected. It was determined based on review of records that the director had evidence of current biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid.

591-1-1-.24 Personnel Records Met

Correction Deadline: 3/31/2022

Corrected on 8/30/2022

.24(1) - The previous citation was corrected. The consultant observed evidence of educational experience for staff.

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) Technical Assistance

Technical Assistance

591-1-1-.32(4) - Mixed age groups procedures were discussed with the Director.

Correction Deadline: 8/30/2022

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

Comment

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