



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: 5/26/2022 **VisitType:** Licensing Study

Arrival: 11:15 AM **Departure:** 12:30 PM

CCLC-52256

St. Martins Explorers

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

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@decal.ga.gov

Mailing Address

Same

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.
05/26/2022	Licensing Study	Good Standing	
11/30/2021	Monitoring Visit	Good Standing	
05/26/2021	Monitoring Visit	Good Standing	

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	2	6	C	10	C	NA	NA	Transitioning
Main	B- #101-1's	Two Year Olds	2	12	C	15	C	NA	NA	Lunch
Main	C- #100-1's	One Year Olds	3	11	C	18	C	NA	NA	Transitioning
Main	E-#120- 4's & Up		0	0	C	22	C	NA	NA	Not In Use
Main	F-#118-4's & Up		0	0	C	22	C	NA	NA	Not In Use
Main	G-#110-Pre-K		0	0	C	22	C	NA	NA	Not In Use
Main	I- #226-3's & Up		0	0	C	20	C	NA	NA	Not In Use
Main	J-#224-3's		0	0	C	20	C	NA	NA	Not In Use
Main	K-#217-3's		0	0	C	20	C	NA	NA	Not In Use
Main	L-#215-2's		0	0	C	16	C	NA	NA	Not In Use
Main	M-#213-2's		0	0	C	15	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 200					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 29			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
Main	Playground C - 6wk-12 months	5	C

Comments

Plan of Improvement: Developed This Date 05/27/2022

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)

Morries Walker, 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: 5/26/2022 **VisitType:** Licensing Study

Arrival: 11:15 AM

Departure: 12:30 PM

CCLC-52256

St. Martins Explorers

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

Mailing Address

Same

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@decal.ga.gov

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: 4

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 2

Not Met

"Missing/Incomplete Components"

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

Child # 3

Not Met

"Missing/Incomplete Components"

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

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(3)-Name of Release Person 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 the Center did not have evidence of ; 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 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) in four of four 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: 6/30/2022

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 a container of sun screen with the statement, "Keep out of the reach of children." was in a child's book bag and accessible to children in room 100.

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: 5/26/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that hot water was not available at the hand washing sink in room 100.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 5/26/2022

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

Comment

Playground observed to be clean and in good repair.

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) Not Met

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that warm running water was not available for children to properly wash their hands in room 100.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 5/26/2022

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 that warm running water was not available for staff to properly wash their hands in room 100.

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: 5/26/2022

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 Not Met

Technical Assistance

591-1-1-.21(1)(p) - Please ensure that an current Emergency Preparedness form is on file at all time.

Correction Deadline: 5/31/2022

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the Center did not have evidence documented that fire drills were conducted for the months of January 2022 through May 2022.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 5/31/2022

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) **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.

Staff Records

Records Reviewed: 37

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 07/19/2018	
Staff # 2	Met
Date of Hire: 08/14/2018	
Staff # 3	Met
Date of Hire: 08/18/2018	
Staff # 4	Met
Date of Hire: 07/18/2018	
Staff # 5	Met
Date of Hire: 09/01/2000	
Staff # 6	Met
Date of Hire: 11/11/2019	
Staff # 7	Met

Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 08/01/2019	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 08/01/2015	
Staff # 13	Met
Staff # 14	Met
Date of Hire: 08/29/2018	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 08/01/2003	
Staff # 17	Met
Date of Hire: 01/18/2020	
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Date of Hire: 07/27/2018	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 07/30/2018	
Staff # 23	Met
Staff # 24	Met
Date of Hire: 08/01/2019	
Staff # 25	Met
Date of Hire: 11/14/2019	
Staff # 26	Met

Staff # 27 Date of Hire: 05/25/2011	Met
Staff # 28 Date of Hire: 08/01/2019	Met
Staff # 29 Date of Hire: 08/22/2017	Met
Staff # 30 Date of Hire: 10/07/2008	Met
Staff # 31	Met
Staff # 32 Date of Hire: 08/01/2019	Met
Staff # 33	Met
Staff # 34	Met
Staff # 35	Met
Staff # 36 Date of Hire: 08/01/2001	Not Met
<u>"Missing/Incomplete Components"</u> .33(4)-Food Prep Training Missing 4 hrs.	
Staff # 37 Date of Hire: 08/01/2019	Met

Staff Credentials Reviewed: 1

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.33 Staff Training Not Met

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that the Center did not have evidence of training in food nutrition planning, preparation, serving, proper dish washing and food storage for the Director and the person with primary responsibility for food preparation.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

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.