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: 3/26/2024 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 1:30 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

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Mailing Address
4882 Lavista Rd
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Quality Rated: No

Compliance Zone Designation		
03/26/2024	Licensing Study	Good Standing
10/11/2023	Monitoring Visit	Good Standing
03/22/2023	Licensing Study	Good Standing

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.

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	Three Year Olds	2	13	C	19	C	NA	NA	Centers
Main	104		0	0	C	17	C	NA	NA	Not In Use
Main	105		0	0	C	9	C	NA	NA	Not In Use
Main	106		0	0	C	0	C	NA	NA	Not In Use,Centers
Main	107	Four Year Olds	1	8	C	13	C	NA	NA	Centers
Main	109		0	0	C	18	C	NA	NA	Not In Use
Main	110	Two Year Olds	2	8	C	17	C	NA	NA	Transitioning
Main	111		0	0	C	18	C	NA	NA	Not In Use
Main	112	One Year Olds	2	7	C	17	C	NA	NA	Free Play
Main	113/115		0	0	C	0	C	NA	NA	Not In Use
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: 36		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
Visit completed

Plan of Improvement: Developed This Date 03/26/2024

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.decal.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 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)

QUALITY RATED CHILD CARE

CAPS

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 a1 855-800-7747 or qualityrated@decal.ga.gov for more information. Free techincal assistance is available!

Lonnette Bruce, Program Official	Date
Roslyn Williams, Regional 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-.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 lesson plan in Room 102 was dated for October 2022 and the lesson plan in Room 106 was dated for September 2022.

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: 3/26/2024

Technical Assistance
591-1-1-.03(13) - Please ensure that a daily schedule is posted in all rooms in use.

Correction Deadline: 3/26/2024

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: 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(1)(a)-Work Address Missing

Child # 4 — Not Met

"Missing/Incomplete Components"

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

Child # 5 — Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address 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 document the work addresses for parents in 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: 4/1/2024

Recited on 3/26/2024

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 the 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: 4/30/2024

Recited on 3/26/2024

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 the following potentially hazardous items were accessible to children:

- Room 102/Three-year-old room- hand soap with the warning label "Keep out of the reach of children." in an unlocked cabinet under the sink
- Room 110/Two-year-old room- mosquito repellent and shaving cream in an unlocked drawer under the sink and a broom in the corner near the door
- Room 107/Four-year-old room- hand soap, baby wipes, and empty plastic bags in an unlocked drawer
- Boy's hall bathroom- toilet brush in the stall

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: 3/26/2024

Recited on 3/26/2024

Technical Assistance
591-1-1-.25(3) - Routine facility maintenance was discussed with the director.

Correction Deadline: 3/26/2024

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

Defer
591-1-1-.26(8)-This rule was not evaluated due to inclement weather.

POI (Plan of Improvement)
The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 10/21/2023

Defer
591-1-1-.26(9)-This rule was not evaluated due to inclement weather.

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: 10/13/2023

Food Service

591-1-1-.15 Food Service & Nutrition **Not Met**

Finding
591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the Center did not have a current menu posted.

POI (Plan of Improvement)
The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 3/26/2024

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(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that a potty chair was stored in Room 112 near the changing table.

POI (Plan of Improvement)
The Center will instruct staff to ensure the sanitary use of potty chairs and sinks.

Correction Deadline: 3/26/2024

591-1-1-.20 Medications(CR) **Technical Assistance**

Technical Assistance
591-1-1-.20 - Discussed proper medication documentation and procedures.

Policies and Procedures

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

Technical Assistance
591-1-1-.27 - Please make sure that all required signs are posted and up to date.

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) **Not Met**

Technical Assistance
591-1-1-.36 - Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Finding
591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that staff #8 did not have evidence of current state-approved or state-accepted transportation training on file.

POI (Plan of Improvement)
The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 4/5/2024

Finding
591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on review of records that the most recent annual safety check of the vehicle was January 30, 2023.

POI (Plan of Improvement)
The Center will obtain the annual vehicle inspection.

Correction Deadline: 3/31/2024

Sleeping & Resting Equipment

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

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

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 — **Met**

Comment
Please be mindful of training expiration dates.

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 review of records that staff person #10 did not have evidence of annual training for 2023.

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: 12/31/2024

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.