



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: 3/16/2017 **VisitType:** Licensing Study **Arrival:** 2:35 PM **Departure:** 4:30 PM

CCLC-12999

Cumming First United Methodist Church

770 Canton Highway Cumming, GA 30040 Forsyth County
 (770) 887-2900 children@cfumcga.com

Regional Consultant

LaQuita Clark
 Phone: (706) 497-1536
 Fax: (706) 688-0418
 jennifer.taylor@dec.al.ga.gov

Mailing Address
 Same

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.
03/16/2017	Licensing Study	Good Standing	
10/04/2016	Monitoring Visit	Good Standing	
12/08/2015	POI Follow Up	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 Middle Room	Five Year Olds and Six Year Olds and Over	3	28	C	40	C	NA	NA	Centers,Snack
Main	B Room #307		0	0	C	18	C	NA	NA	Not In Use
Main	C #311		0	0	C	22	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 80					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 28			Total Capacity @35 sq. ft.: 80			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground (field)	100	C

Comments

The purpose of this visit was to conduct a licensing study.
 A one-day letter was left on this date.

Plan of Improvement: Developed This Date 03/16/2017

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).

Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decal.ga.gov.

- 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://decal.ga.gov/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)

Anne Moncus, Program Official

Date

LaQuita Clark, 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

Observed-Variety Throughout Center

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

Comment

No Swimming Activities Provided

Children's Records

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

Comment

Observed-Records Complete/Well Organized

591-1-1-.23 Parental Authorization **Met**

Comment

Parent Authorizations Obtained/Completed

Facility

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

Technical Assistance

Please ensure hazards are inaccessible to children in rooms currently not in use prior to using.

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

Comment

Observation-Clean/Good Repair

Health and Hygiene

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

Met

Comment

The program is an after school program and does not have diapered children enrolled.

591-1-1-.17 Hygiene(CR)

Met

Comment

Observed-Staff Remind Children Wash Hand

591-1-1-.20 Medications(CR)

Met

Comment

Observed-Complete Documentation

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Current documentation of fire and tornado drills observed on file.

Correction Deadline: 3/21/2017

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR)

Met

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR)

Met

Comment

Observed-Complete Documentation. Vehicles were observed to have operable fire extinguishers and complete first aid kits.

Sleeping & Resting Equipment

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

Met

Comment

The program is an after school program and does not provide a rest period.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 5

Staff # 3

Not Met

Date of Hire: 12/15/2015

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 4	Not Met
Date of Hire: 09/20/2011	
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing	
Staff # 7	Not Met
Date of Hire: 01/15/2016	
<u>"Missing/Incomplete Components"</u>	
.33(3)(b)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(3)(a)-1st Yr. Training 4 Hrs. Missing	
Staff # 9	Not Met
Date of Hire: 08/04/2008	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing,.24(d)-Evidence of Orientation Missing	
Staff # 11	Not Met
Date of Hire: 01/15/2016	
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing	

591-1-1-.09 Criminal Records Check(CR)**Not Met****Comment**

Criminal Records Checks were observed to be complete for 12 of 13 staff members.

Finding

591-1-1-.09(1)(e) requires every Employee hired before January 1, 2014 have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file and requires that Employees hired before January 1, 2014 that have only a satisfactory Preliminary Records Check Determination on file to obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined, based on the consultant's review of staff files, that one staff member hired prior to January 1, 2014 did not have a satisfactory determination letter on file.

POI (Plan of Improvement)

The Center provided the complete registration for the employee. The consultant asked the director to add an application for the staff member in Decal Koala in order to complete the fingerprint process to obtain a letter.

Correction Deadline: 3/17/2017

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

Observed-100% Certified First Aid & CPR

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined, based on the consultant's review of staff files, that the center did not have documentation to show that four staff had completed orientation.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file.

591-1-1-.33 Staff Training

Met

Comment

Observed - Documentation Of Training for annual year 2016. Please ensure all staff have complete the health and safety orientation training by June 30, 2017.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision