



**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: 6/12/2018 **VisitType:** Licensing Study **Arrival:** 11:10 AM **Departure:** 4:10 PM

CCLC-2648

Brookhaven United Methodist Church Child Daycare

1366 N. Druid Hills Road Atlanta, GA 30319 DeKalb County
(404) 233-4811 bumccdc@bellsouth.net

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★ ★

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.
06/12/2018	Licensing Study	Good Standing	
10/04/2017	Monitoring Visit	Good Standing	
04/20/2017	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	Room 1 6 R	Infants	2	7	C	7	C	NA	NA	Feeding,Nap,Floor Play
Main	Room 2 5R	One Year Olds	2	4	C	8	C	NA	NA	Floor Play,Feeding
Main	Room 3 3 R		0	0	C	4	C	NA	NA	Not In Use
Main	Room 4 4R	One Year Olds and Two Year Olds	3	14	C	19	C	NA	NA	Lunch
Main	Room 5 3 L	Two Year Olds	2	10	C	14	C	NA	NA	Transitioning,Circle Time
Main	Room 6 1L	Two Year Olds and Three Year Olds	2	11	C	11	C	NA	NA	Outside
Main	Room 7 1 R	Three Year Olds and Four Year Olds	3	11	C	20	C	NA	NA	Outside
Main	Room 8 2 R	Four Year Olds	2	12	C	16	C	NA	NA	Transitioning,Story
Main	Room 9 2 L	PreK	2	11	C	14	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations		
Total # Children this Date: 80			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	back large	43	C


Main	front	64	C
Main	small front	22	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on October 1, 2017.

Plan of Improvement: Developed This Date 06/12/2018

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.

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@decalfga.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://decalfga.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)

Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decalfga.gov/>
 Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decalfga.gov

Carmen Knox, Program Official

Date

Chrische Walker, 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****Met****Comment**

Great vacation bible school and Father's Day lesson plans for the children.

Correction Deadline: 6/12/2018

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. The program provides sprinklers for the children for water play.

Children's Records**Records Reviewed: 5****Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
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**Technical Assistance****Technical Assistance**

591-1-1-.08 - Please ensure that all of the children's parents are completing their work addresses on the enrollment forms.

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)**Met****Comment**

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Not Met****Technical Assistance**

Please ensure that the brown rubber material is secured on the front left playground near the tree house.

Comment

The playground maintenance personnel discussed that there is a caution tape placed around the tree in the back first large playground from the exposure of ants.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that the right side of the fence on the right playground near the road measured three feet and seven inches. It was further determined that the left side of the fence on the front playground near a house measured three feet and eleven inches.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/29/2018

Food Service

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

Great job ensuring that the bottles are covered and fully labeled with child's full name.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Staff stated 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)

Not Met

Finding

591-1-1-.20(5) requires that medicines no which are no longer to be dispensed shall be returned to the child's Parent(s) immediately. It was determined based on the consultant's observation that two children's unused medications was not returned to the parent's which included, a container of children's tylenol and a bottle of sterile otic suspension.

POI (Plan of Improvement)

The Center will train Staff on a system for tracking the use of medications and returning them to Parent(s).

Correction Deadline: 6/12/2018

Policies and Procedures

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

Met

Comment

Great job on conducting fire drills and other emergency drills.

Correction Deadline: 6/17/2018

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 26****Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 10/18/1999	Met
Staff # 2 Date of Hire: 11/14/2013	Met
Staff # 3 Date of Hire: 03/09/2002	Met
Staff # 4 Date of Hire: 10/02/2017	Met
Staff # 5 Date of Hire: 01/15/2015	Met
Staff # 6 Date of Hire: 06/24/2013	Met
Staff # 7 Date of Hire: 02/08/2017	Met
Staff # 8 Date of Hire: 12/05/2011	Met
Staff # 9 Date of Hire: 03/26/2018	Met
Staff # 10 Date of Hire: 02/10/2010	Met
Staff # 11 Date of Hire: 01/18/1984	Met
Staff # 12 Date of Hire: 06/01/1998	Met
Staff # 13 Date of Hire: 05/29/2012	Met
Staff # 14	Met

Records Reviewed: 26**Records with Missing/Incomplete Components: 0**

Date of Hire: 10/18/2000

Staff # 15 Met

Date of Hire: 05/23/2016

Staff # 16 Met

Date of Hire: 03/28/2005

Staff # 17 Met

Date of Hire: 06/07/2018

Staff # 18 Met

Date of Hire: 09/27/1973

Staff # 19 Met

Date of Hire: 11/11/2013

Staff # 20 Met

Date of Hire: 09/27/2010

Staff # 21 Met

Date of Hire: 06/11/2009

Staff # 22 Met

Date of Hire: 06/05/2006

Staff # 23 Met

Date of Hire: 06/19/1998

Staff # 24 Met

Date of Hire: 03/23/2005

Staff # 25 Met

Date of Hire: 11/14/2000

Staff # 26 Met

Date of Hire: 08/02/2010

Staff Credentials Reviewed: 26**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete. Director provided three files for employees hired since last visit. The consultant also discussed the portability requirements for one employee.

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

Comment

Complete first aid kit observed in center.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training. Great job.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Comment

Please ensure the Director and any person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 7/12/2018

591-1-1-.31 Staff(CR)

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.