



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: 6/25/2019 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 4:00 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

Chriscche Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chriscche.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.
06/25/2019	Licensing Study	Good Standing	
11/19/2018	Monitoring Visit	Good Standing	
06/12/2018	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	6	C	7	C	NA	NA	Diapering, Floor Play
Main	Room 2 5R	One Year Olds	2	8	C	8	C	NA	NA	Free Play, Lunch
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	15	C	19	C	NA	NA	Story, Transitioning
Main	Room 5 3 L	Two Year Olds and Three Year Olds	3	13	C	14	C	NA	NA	Transitioning, Outside
Main	Room 6 1L	Three Year Olds	3	6	C	11	C	NA	NA	Outside
Main	Room 7 1 R	Three Year Olds	3	12	C	20	C	NA	NA	Outside
Main	Room 8 2 R	Four Year Olds	2	11	C	16	C	NA	NA	Outside
Main	Room 9 2 L	Five Year Olds	2	5	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: 76

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 November 19, 2018. The consultant left an Emergency Action Plan form on this date.

A one-day letter and an Affidavit to complete Comprehensive Videos were left on today's visit.

Plan of Improvement: Developed This Date 06/25/2019

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

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@dec.state.ga.us.

- 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://dec.state.ga.us/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).

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

Carmen Knox, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 6/25/2019 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 4:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment**591-1-1-.03 Activities****Met****Comment**

Great summer lesson plans for the children.

Correction Deadline: 6/25/2019

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: 5****Records with Missing/Incomplete Components: 2**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

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

Child # 3 Not Met

"Missing/Incomplete Components"

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

Child # 4 Met

Child # 5

Met

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 a review of records that the parent's work address and work telephone number were incomplete on two children's enrollment forms.

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: 6/25/2019

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Comment

Bathrooms observed to be clean and well maintained.

Technical Assistance

591-1-1-.06(6) - Please ensure that coverings are covered on the bottom toilet screws in the bathrooms in Room 5 and in Room 8.

Correction Deadline: 6/25/2019

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

Met

Comment

Licensed capacity observed to be routinely met by center. The consultant discussed licensed capacities in Room 1 and in Room 2.

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)

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute mulch in the back left and right large playground.

Comment

The consultant observed the front left side play area to be under construction on this date.

Food Service

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

Comment

Great job ensuring that infant feeding forms are updated regularly.

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

Proper diapering procedures observed in the Infant Suite.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Discussed proper medication documentation and procedures.

Correction Deadline: 11/19/2018

Corrected on 6/25/2019

.20(5) - The previous citation has been corrected on this date. The consultant did not observe unused medication not returned to the parents.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

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 a review of records that a fire drill was not conducted and documented for May 2019.

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: 6/30/2019

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

Comment

Observed all required posted notices. Great job!

591-1-1-.29 Required Reporting **Met**

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals **Met**

Comment

Animals maintained clean and appropriately caged in the classrooms.

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

Comment

Staff were observed to maintain a positive learning environment on this date.

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

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

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

Records Reviewed: 29

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 12/10/2018	
Staff # 2	Met
Date of Hire: 11/14/2013	
Staff # 3	Met
Date of Hire: 03/09/2002	
Staff # 4	Met
Date of Hire: 10/10/1983	
Staff # 5	Met
Date of Hire: 10/02/2017	
Staff # 6	Met
Date of Hire: 01/15/2015	
Staff # 7	Met
Date of Hire: 06/24/2013	
Staff # 8	Met
Date of Hire: 02/08/2017	

Staff # 9 Date of Hire: 12/05/2011	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 Date of Hire: 10/18/2000	Met
Staff # 15 Date of Hire: 03/28/2005	Met
Staff # 16 Date of Hire: 06/10/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 17 Date of Hire: 09/27/1973	Met
Staff # 18 Date of Hire: 11/11/2013	Met
Staff # 19 Date of Hire: 09/27/2010	Met
Staff # 20 Date of Hire: 06/11/2009	Met
Staff # 21 Date of Hire: 06/05/2006	Met
Staff # 22 Date of Hire: 05/31/2019	Met
Staff # 23	Met

Records Reviewed: 29

Records with Missing/Incomplete Components: 1

Date of Hire: 07/19/2018

Staff # 24 Met

Date of Hire: 06/03/2019

Staff # 25 Met

Date of Hire: 06/19/1998

Staff # 26 Met

Date of Hire: 03/23/2005

Staff # 27 Met

Date of Hire: 06/14/2019

Staff # 28 Met

Date of Hire: 11/14/2000

Staff # 29 Met

Date of Hire: 08/02/2010

Staff Credentials Reviewed: 29

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

Not Met

Comment

Director provided five files for employees hired since last visit. The consultant discussed with the director that any persons with a national determination will need to be under constant supervision with someone with a comprehensive determination issued from the Department of Early Care and Learning.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one staff member hired on June 10, 2019 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site prior to being present at the center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained. The center submitted the employee's application on-site during the visit on June 25, 2019.

Correction Deadline: 6/25/2019

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that one staff member hired on June 10, 2019 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. The staff member's national determination was not valid after May 31, 2019.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

Correction Deadline: 6/25/2019

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

Evidence observed 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!

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.