



**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:** 3/3/2021    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 11:30 AM

**CCLC-3195**

**Pinehurst Baptist Church Child**

4217 Saint Mary's Road Columbus, GA 31907 Muscogee County  
 (706) 689-8044 pinehurstbaptist@mchsi.com

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
03/03/2021	Licensing Study	Good Standing	
02/21/2020	Monitoring Visit	Good Standing	
09/09/2019	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
2	Back room		0	0	C	7	C	NA	NA	
2	Entrance		0	0	C	5	C	NA	NA	
2	Left Room		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 173							
3	Front Kitchen		0	0	C	5	C	NA	NA	
3	Left Room		0	0	C	7	C	NA	NA	
3	Main		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 173							
4	2nd Left		0	0	C	12	C	NA	NA	
4	3rd Left		0	0	C	13	C	NA	NA	
4	Flrst Left		0	0	C	17	C	NA	NA	
4	Lunch Room		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 67			Total Capacity @25 sq. ft.: 173							
I	Front Building I		0	0	C	36	C	50	C	
I	Room 2		0	0	C	5	C	NA	NA	
I	Room 3		0	0	C	6	C	NA	NA	
I	Room I		0	0	C	15	C	22	C	
Total Capacity @35 sq. ft.: 62			Total Capacity @25 sq. ft.: 173							
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 173			Total Capacity @25 sq. ft.: 173				


Building	Playground	Playground Occupancy	Playground Compliance
I	A	88	C
I	B	31	C

**Comments**

An Administrative Review was conducted on February 24, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 3, 2021, with the staff person in charge. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on February 15, 2021, was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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), e-mail the following information to [CCSRefutations@decal.ga.gov](mailto: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)



**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](mailto:qualityrated@dec.state.ga.us)

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Beverly Law, Program Official

Date

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Penny Svenson, Consultant

Date



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### Findings Report

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#### CCLC-3195

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

#### Technical Assistance

The Consultant discussed with the Director to ensure shelves did not pose a tipping hazard or were secured to the wall so a tipping hazard was not posed.

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

Records Reviewed: 1

Records with Missing/Incomplete Components: 0

Child # 1

Met

#### 591-1-1-.08 Children's Records

Technical Assistance

#### Technical Assistance

The Consultant discussed with the Director where all documents required to be present in a child's file could be located.

**Correction Deadline: 3/3/2021**

### Facility

#### 591-1-1-.06 Bathrooms

Met

**Correction Deadline: 3/22/2020**

Corrected on 3/3/2021

The Director stated the vent in the boys bathroom was repaired.

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

Technical Assistance

**Technical Assistance**

Discussed where to locate the capacity for each classroom.

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

Technical Assistance

**Technical Assistance**

The Consultant discussed with the Director to ensure cleaning supplies, items marked, "Keep Out of Reach of Children," teacher purses, staplers, teacher scissors, and items deemed to pose a hazard to children be placed out of reach of children or in a locked cabinet or closet.

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

Met

Correction Deadline: 3/2/2020

Corrected on 3/3/2021

The Director stated there have been no children present for an extended time and all repairs would be made prior to the time children returned in August 2021.

<b>Food Service</b>
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591-1-1-.15 Food Service & Nutrition

Technical Assistance

**Technical Assistance**

The Consultant discussed with the Director the new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish and bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 3/3/2021

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591-1-1-.18 Kitchen Operations

Technical Assistance

**Technical Assistance**

The Consultant discussed with the Director proper methods to be used in the kitchen area.

<b>Health and Hygiene</b>
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591-1-1-.07 Children's Health

Technical Assistance

**Technical Assistance**

The Consultant discussed with the Director how to report a communicable illness.

Correction Deadline: 3/3/2021

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

Met

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours. There were currently no children enrolled.

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

Technical Assistance

**Technical Assistance**

There were no children enrolled. The Consultant discussed with the Director times children were required to 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.

**Correction Deadline: 3/3/2021**

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

**Met**

**Comment**

Discussed proper medication documentation and procedures.

**Organization**

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**591-1-1-.16 Governing Body & License**

**Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director that the Director of a Center that was responsible for its day-to-day operations was required to have completed a 40-hour director's training course that has been approved by the Department. At a minimum, the subject matter taught at a Director's training course shall cover the areas of administrator competencies that serve as a framework for professional development, which include, but are not limited to, early learning standards, business management, communication, developmentally appropriate practices, professional and leadership development, and advocacy for the Center, Parents, children and Staff. The Director stated she was enrolled in the 40-hour director's training.

**Correction Deadline: 3/3/2021**

**Policies and Procedures**

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

**Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director to ensure emergency drills were conducted as required.

**Correction Deadline: 3/8/2021**

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

**Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director that each Center was required to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request.

**Correction Deadline: 3/3/2021**

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

**Met**

**Comment**

Discussed reporting requirements.

**Safety**

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

**Met**

**Comment**

Center does not keep animals on premises.

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

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

There were no children enrolled on this date. Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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**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.

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<b>Staff Records</b>
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**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 08/27/2004	
Staff # 2	Met
Date of Hire: 08/23/2011	
Staff # 3	Met
Date of Hire: 08/01/1973	
Staff # 4	Met
Date of Hire: 11/01/2019	
Staff # 5	Met
Date of Hire: 01/04/1988	
Staff # 6	Met
Date of Hire: 09/09/1996	
Staff # 7	Met
Date of Hire: 12/07/1998	
Staff # 8	Met
Date of Hire: 11/05/2013	

**Records Reviewed: 11**

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

Staff # 9 Met  
Date of Hire: 08/01/1986

Staff # 10 Met  
Date of Hire: 11/03/1997

Staff # 11 Met  
Date of Hire: 02/04/2019

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**Staff Credentials Reviewed: 0**

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

**Technical Assistance**

The Consultant discussed with the Director to ensure Criminal Background Checks were renewed prior to the expiration date.

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**591-1-1-.14 First Aid & CPR Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director that each First Aid Kit was required to contain: scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff.

**Correction Deadline: 3/13/2021**

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**591-1-1-.24 Personnel Records Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director that the center was required to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation.

**Correction Deadline: 3/8/2021**

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**591-1-1-.33 Staff Training Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director 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.



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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

**Met**

**Comment**

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.