



**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:** 8/13/2019    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 4:35 PM

**CCLC-3228**

**Memorial Day School Day Care**

6500 Habersham Street Savannah, GA 31405 Chatham County  
 (912) 352-9302 ptrusis@memday.org

**Mailing Address**  
 Same

**Regional Consultant**

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@decal.ga.gov

Joint with: Kesha McNeal

**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.
08/13/2019	Licensing Study	Good Standing	
04/02/2019	Complaint Investigation Follow Up	Good Standing	
04/02/2019	Complaint Closure	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
I	27		0	0	C	12	C	NA	NA	
I	44	Three Year Olds and Four Year Olds	2	18	C	21	C	NA	NA	Transitioning, Out side
I	46	Two Year Olds	3	7	C	15	C	NA	NA	Transitioning, Diapering, Lunch
I	47	Two Year Olds	2	14	C	13	NC	NA	NA	Lunch, Transitioning
I	48	Infants	2	7	C	13	C	NA	NA	Floor Play, Feeding
I	49	Infants and One Year Olds	2	10	C	13	C	NA	NA	Nap
I	Room 28		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 97			Total Capacity @25 sq. ft.: 0							
II	11		0	0	C	13	C	NA	NA	
II	13		0	0	C	11	C	NA	NA	
II	14		0	0	C	11	C	NA	NA	
II	16		0	0	C	14	C	NA	NA	
II	17		0	0	C	11	C	NA	NA	
II	20	Two Year Olds and Three Year Olds	2	8	C	9	C	NA	NA	Nap
II	21	Two Year Olds and Three Year Olds	1	9	C	9	C	NA	NA	Nap
II	22		0	0	C	10	C	NA	NA	

II	23		0	0	C	9	C	NA	NA
II	24		0	0	C	9	C	NA	NA
II	25		0	0	C	9	C	NA	NA
II	26		0	0	C	10	C	NA	NA
Total Capacity @35 sq. ft.: 125			Total Capacity @25 sq. ft.: 0						
III	12		0	0	C	11	C	NA	NA
III	18		0	0	C	13	C	NA	NA
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 0						
Total # Children this Date: 73			Total Capacity @35 sq. ft.: 246			Total Capacity @25 sq. ft.: 0			

Building	Playground	Playground Occupancy	Playground Compliance
I	Lg. Playground	184	C
I	Sm. Playground	18	C

#### Comments

This is the first regulatory visit of the fiscal year.

The center currently doesn't provide routine transportation, field trips, dispense medications, or provide swimming activities.

The director provided eight files for employees hired since the last visit.

Plan of Improvement: Developed This Date 08/13/2019

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.

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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.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.

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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.al.ga.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Pam Trusis, Program Official

Date

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Chrissy Miller, Consultant

Date

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Kesha McNeal, 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**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. Please remember to have the current lesson plan posted in room 20.

**Correction Deadline: 8/13/2019**

**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: 10**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

**Records Reviewed: 10****Records with Missing/Incomplete Components: 0**

Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met

**591-1-1-.08 Children's Records****Not Met****Comment**

Records were observed to be complete and well organized.

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the Consultant's review of arrival and departure records for August 13, 2019, that room 46 was missing one parental arrival signature for one child, room 47 was missing two arrival signatures for two children, and room 20 was missing three arrival signatures for three children.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 8/13/2019**

**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)****Technical Assistance****Technical Assistance**

591-1-1-.25(13) - requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. In room 44, a staff's bookbag was near the computers. Please remember that all staff bookbags and purses should be inaccessible to all children at all times.

**Correction Deadline: 8/13/2019**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation that the following hazards were present:

- The wooden balance beam located on the back of the big playground had spots of splintering accessible to children.
- The red, metal choo choo train, on the left side of the big playground, had two steering wheels that were loose and need to be tightened.
- The red tunnel, on the big playground, had red chipping paint on the inside.
- One out of the five tricycles, on the small playground, is missing one pedal.
- On the red, yellow, and blue seated equipment, located on the back of the small playground, there was chipping red paint on the steering wheels.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 8/16/2019**

**Recited on 8/13/2019**

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(2) - requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. Please be sure to update all infant feeding plans as needed to reflect the dietary needs of the infant and have them readily available upon request.

**Correction Deadline: 8/13/2019**

**Health and Hygiene****591-1-1-.07 Children's Health****Not Met****Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on the Consultant's observation, that four infants were in confining equipment with a bibs around their necks.

**POI (Plan of Improvement)**

The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 8/13/2019**

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

Proper diapering procedures observed.

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

Please ensure lids remain on trash containing organic waste.

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

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. Please remember to conduct fire drills every month in addition to other drills as required. The month of February had a severe weather drill but did not include a fire drill for that month.

**Correction Deadline: 8/18/2019**

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**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

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

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Technical Assistance**

591-1-1-.30(1)(a)3 - Please be mindful that all crib sheets need to be replaced if there are bleach stains or any other stains on the sheets before they are used for infants.

**Correction Deadline: 8/13/2019**

**Finding**

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. It was determined based on the Consultant's observation, that the cribs in room 48, are directly touching each other and need to be appropriately spaced apart, as required, inside the room.

**POI (Plan of Improvement)**

The Center will arrange and place sleeping and resting equipment according to the requirements in the rule; will train Staff; and will monitor for continued compliance.

**Correction Deadline: 8/16/2019**

<b>Staff Records</b>
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**Records Reviewed: 6**

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

Staff # 1	Met
Date of Hire: 04/23/2018	
Staff # 2	Met
Date of Hire: 04/22/2019	
Staff # 3	Met
Date of Hire: 04/02/2019	
Staff # 4	Not Met
Date of Hire: 02/21/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Not Met
Date of Hire: 01/23/2012	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 6	Met
Date of Hire: 01/28/2008	

**Staff Credentials Reviewed: 6**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Correction Deadline: 4/2/2019**

**Corrected on 8/13/2019**

**.09(1)(a) - The Consultant observed the staff member to have a satisfactory comprehensive background check on this date.**

**Correction Deadline: 4/2/2019**

**Corrected on 8/13/2019**

**.09(1)(d) - The Consultant observed the staff member to have a satisfactory comprehensive background check on this date.**

<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Correction Deadline: 5/2/2019**

**Corrected on 8/13/2019**

**.14(2) - The Consultant observed all staff to have a valid CPR and First Aid training certification.**



**Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the Consultant's review of staff records, that two staff hired since the last regulatory visit did not have a completed documentation of orientation on file.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 8/13/2019**

**Comment**

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

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on the Consultant's review of staff records that four staff did not have any of the ten annual training hours for 2018 and that one staff had eight out of the ten required training hours on file.

**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: 9/12/2019**

**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)**

Technical Assistance

**Technical Assistance**

591-1-1-.32(4)(b) - allows children who turn three years old during the regular school year to remain with two year olds for the remainder of the school year but requires agreement from the older child's Parent(s) for the continued placement. Please be sure to obtain parental consent from the three-year-olds in room 20 and in room 21 using the form given.

**Correction Deadline: 8/13/2019**

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

Met

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.