



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: 5/23/2019 **VisitType:** Incident Investigation & Follow Up **Arrival:** 12:15 PM **Departure:** 1:50 PM

CCLC-432

St. Stephen's Day School

220 S. Wayne St. Milledgeville, GA 31061 Baldwin County
 (478) 452-3417 dayschool@windstream.net

Regional Consultant

Monique Chambers

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Mailing Address

P.O. Box 309
 Milledgeville, GA 31059

Quality Rated: ★ ★ ★

Compliance Zone Designation		
05/23/2019	Incident Investigation & Follow Up	Good Standing
03/13/2019	Monitoring Visit	Good Standing
08/22/2018	Licensing Study	Good Standing

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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes	
Building 1	Front Entrance Room	PreK	2	14	C	26	C	NA	NA	Nap	
Building 1	Left Back	PreK	2	17	C	20	C	NA	NA	Nap	
Building 1	Right Room	Three Year Olds and Four Year Olds	2	18	C	45	C	NA	NA	Nap	
Total Capacity @35 sq. ft.:			91			Total Capacity @25 sq. ft.:			0		
Building 2	Left	Three Year Olds	2	10	C	17	C	NA	NA	Nap	
Total Capacity @35 sq. ft.:			17			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 59		Total Capacity @35 sq. ft.: 108				Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of this visit was to conduct an incident investigation and follow-up visit. There were no rule violations found associated with the follow-up. Director provided one file for an employee hired since the last visit.

Plan of Improvement: Developed This Date 05/23/2019

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/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@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

Valerie Dixon, Program Official

Date

Monique Chambers, Consultant

Date



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Findings Report

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The following information is associated with a Incident Investigation & Follow Up:

	Facility
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591-1-1-.25 Physical Plant-Structural/Mechanical

Met

Correction Deadline: 3/13/2019

Corrected on 5/23/2019

.25(19) - Previous citation corrected in that no children were observed in unlicensed space on this date.

	Staff Records
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591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records, that one employee hired on July 30, 2018 had not completed the required health and safety orientation training as of this date.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 8/5/2019

Recited on 5/23/2019

Correction Deadline: 4/12/2019

Corrected on 5/23/2019

.33(4) - Previous citation corrected in that the child abuse training were observed completed for three of the four staff still employed.

Defer

591-1-1-.33(6)- Previous citation deferred. Annual training for 2019 will be reviewed during the first regulatory visit in 2020.

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: 12/31/2018