



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: 8/20/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 11:30 AM

CCLC-432

St. Stephen's Day School

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

Regional Consultant

Valarie Musselwhite

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Mailing Address

P.O. Box 309
 Milledgeville, GA 31059

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.
08/20/2019	Licensing Study	Good Standing	
06/14/2019	Incident Investigation Closure	Good Standing	
05/23/2019	Incident Investigation & Follow Up	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
Building 1	Front Entrance Room	PreK	1	18	C	26	C	NA	NA	Centers,Outside
Building 1	Left Back	PreK	2	19	C	20	C	NA	NA	Outside,Centers
Building 1	Right Room	Three Year Olds and Four Year Olds	3	21	C	45	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 91					Total Capacity @25 sq. ft.: 0					
Building 2	Left	Two Year Olds	3	13	C	17	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 17					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 71		Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance

Comments

Consultant and director discussed children's files, ratios, and potentially hazardous items.

Plan of Improvement: Developed This Date 08/20/2019

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.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.

- 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.decal.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@decal.ga.gov

Valerie Dixon, Program Official

Date

Valerie Musselwhite, Consultant

Date



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Findings Report

Date: 8/20/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 11:30 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(9) requires center staff to refrain from engaging in, or allowing children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as but not limited to, horse play, rough play, wrestling, and picking up a child in a manner that could cause injury. It was determined based on an observation that children were allowed to play with sticks and were not redirected to prevent any potential incident for occurring.

POI (Plan of Improvement)

The Center will review requirements with Staff to ensure that appropriate activities are conducted with children.

Correction Deadline: 8/20/2019

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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Not Met

"Missing/Incomplete Components"

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

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please review children's files to ensure they are complete.

Correction Deadline: 8/20/2019

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) - Please ensure pull ups and baby wipes are stored inaccessible to the children in care when the packaging states "keep out of reach of children".

Correction Deadline: 8/20/2019

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

Met

Comment

Playground observed to be clean and in good repair.

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) Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Comment

Consultant observed complete emergency drills.

Safety

591-1-1-.05 Animals Technical Assistance

Technical Assistance

591-1-1-.05(2) - Consultant and director discussed a fish tank with a lid must be used in the classroom.

Correction Deadline: 8/20/2019

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

Field trip documentation observed to be complete.

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: 13

Records with Missing/Incomplete Components: 0

Staff # 1 Met
Date of Hire: 02/20/1995

Staff # 2 Met
Date of Hire: 07/30/2018

Records Reviewed: 13

Records with Missing/Incomplete Components: 0

Staff # 3	Met
Date of Hire: 09/15/2005	
Staff # 4	Met
Date of Hire: 01/04/2018	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met

Staff Credentials Reviewed: 11

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

Comment

Criminal record checks were observed to be complete.

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

Comment

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

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

Technical Assistance

591-1-1-.33(2) - Please ensure all staff have the evidence of orientation form available in their files for review.

Correction Deadline: 8/20/2019

Correction Deadline: 8/5/2019

Corrected on 8/20/2019

.33(3) - Correction of previous citation in that the consultant observed the previously cited staff to have completed health and safety training.

Correction Deadline: 12/31/2018

Corrected on 8/20/2019

.33(6) - Correction of previous citation in that the consultant observed completed annual training for 2018.

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)

Not Met

Finding

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on an observation that one staff went inside to grab tissues and left one staff alone on the playground with a ratio of 1:20, including sixteen three-year-olds and four four-year-olds, when a ratio of 2:20 was required.

POI (Plan of Improvement)

The Center will provide adequate staff when there is a mixed-age group.

Correction Deadline: 8/20/2019

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

Met

Comment

Adequate supervision observed on this date.