



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: 8/22/2018 **VisitType:** Licensing Study **Arrival:** 9:35 AM **Departure:** 12:30 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

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.
08/22/2018	Licensing Study	Good Standing	
04/09/2018	Monitoring Visit	Good Standing	
10/19/2017	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	
Building 1	Front Entrance Room	PreK	2	20	C	26	C	NA	NA	Story,Breakfast	
Building 1	Left Back	PreK	2	19	C	20	C	NA	NA	Centers,Breakfast	
Building 1	Right Room	Three Year Olds	2	17	C	45	C	NA	NA	Breakfast	
Total Capacity @35 sq. ft.:			91			Total Capacity @25 sq. ft.:			0		
Building 2	Left	Two Year Olds	3	14	C	17	C	NA	NA	Outside	
Total Capacity @35 sq. ft.:			17			Total Capacity @25 sq. ft.:			0		
Total # Children this Date:		70		Total Capacity @35 sq. ft.:		108		Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The consultant and director discussed required trainings for all staff and upcoming changes in criminal record check rules.

Plan of Improvement: Developed This Date 08/22/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.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.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Valerie Dixon, Program Official

Date

Valerie Musselwhite, Consultant

Date



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Findings Report

Date: 8/22/2018 **VisitType:** Licensing Study **Arrival:** 9:35 AM **Departure:** 12:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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: 7

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

591-1-1-.08 Children's Records**Met****Comment**

Records were observed to be complete and well organized.

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)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on an observation that a box of latex gloves were accessible to children in Classroom Right. It was further determined that plastic bags were accessible to children in Classroom Right and Classroom Left Back.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 8/22/2018

Recited on 8/22/2018

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

Center menu meets USDA guidelines.

Health and Hygiene

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Technical Assistance****Comment**

Proper hand washing observed throughout the center.

Technical Assistance

591-1-1-.17(11) - Ensure trash cans with pull-ups and diapers have a tight fitting lid.

Correction Deadline: 8/22/2018

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

Correction Deadline: 10/19/2017

Corrected on 8/22/2018

.20(3) - Correction of previous citation in that the director stated medication is not currently being at the center.

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 the center did not compete fire drills for June 2017 and July 2017.

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: 8/31/2018

Recited on 8/22/2018

591-1-1-.27 Posted Notices

Met

Correction Deadline: 4/13/2018

Corrected on 8/22/2018

.27 - Correction of previous citation in that consultant observed a posted notice for next in charge when the director is out of the center.

Safety

591-1-1-.05 Animals

Met

Comment

Fish tank maintained clean.

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)

N/A

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

Staff # 1 Date of Hire: 07/30/2018	Met
Staff # 2 Date of Hire: 08/11/2011 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 3 Date of Hire: 08/02/2017 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 4 Hrs. Missing	Not Met
Staff # 4 Date of Hire: 07/28/2006 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 5 Date of Hire: 07/30/2018	Met
Staff # 6 Date of Hire: 08/13/2004 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 7 Date of Hire: 09/03/2017	Met
Staff # 8 Date of Hire: 08/01/2014	Met
Staff # 9 Date of Hire: 08/26/1986	Met
Staff # 10 Date of Hire: 01/04/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 11 Date of Hire: 07/27/2017 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 4 Hrs. Missing,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing	Not Met

Records Reviewed: 20**Records with Missing/Incomplete Components: 11**

Staff # 12 Met
Date of Hire: 06/01/2015

Staff # 13 Not Met
Date of Hire: 02/20/1995

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 14 Met
Date of Hire: 05/10/1996

Staff # 15 Not Met
Date of Hire: 02/05/2018

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 16 Not Met
Date of Hire: 03/22/2018

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 17 Met
Date of Hire: 08/23/1989

Staff # 18 Met
Date of Hire: 09/15/2005

Staff # 19 Not Met
Date of Hire: 10/03/2016

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 20 Not Met
Date of Hire: 07/27/2017

"Missing/Incomplete Components"
.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing

Staff Credentials Reviewed: 20

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal records 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**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 nine employees did not complete the required health and safety orientation training.

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: 9/28/2018**Recited on 8/22/2018****Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that three staff did not complete the required four hours of training within their first year of hire.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 9/28/2018**Finding**

Previously Cited: 591-1-1-.33(4) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records, that the cook lacked nutrition training.

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the cook did obtain the required four hours of nutrition training.

POI (Plan of Improvement)

Previously Cited: The center will schedule food preparation training, as required, and follow up to ensure the training is completed.

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 9/28/2018**Recited on 8/22/2018**

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 a review of records, that two employees did not complete the required ten hours of annual training for 2017.

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

Recited on 8/22/2018

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

Correction Deadline: 4/9/2018

Corrected on 8/22/2018

.31(1)(a) - Correction of previous citation in that director was on site during the visit.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met

Correction Deadline: 10/19/2017

Corrected on 8/22/2018

.32(1) - Correction of previous citation in that consultant observed appropriate ratios in all classrooms.

Correction Deadline: 10/19/2017

Corrected on 8/22/2018

.32(4) - Correction of previous citation in that consultant observed all children housed in classrooms and playground with appropriate ages.

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

Comment

Adequate supervision observed on this date.