



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: 12/14/2020 **VisitType:** Licensing Study

Arrival: 10:30 AM

Departure: 12:00 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

Melyn Smith

Phone: (706) 855-3455

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melyn.smith@decal.ga.gov

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.
12/14/2020	Licensing Study	Good Standing	
01/06/2020	Monitoring Visit	Good Standing	
08/20/2019	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
Building 1	Front Entrance Room	PreK	2	17	C	26	C	NA	NA	Snack
Building 1	Left Back	PreK	2	14	C	20	C	NA	NA	Centers
Building 1	Right Room	Three Year Olds and Four Year Olds	2	12	C	45	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 91					Total Capacity @25 sq. ft.: 0					
Building 2	Left	Two Year Olds and Three Year Olds	2	8	C	17	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 17					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 51			Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An Administrative Review was conducted on December 14, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 16, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on November 30, 2020 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.dec.al.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@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).

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

Melyn Smith, 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-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	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****Technical Assistance****Technical Assistance**

591-1-1-.06 - The consultant discussed with the director replacing the missing toilet bolt covers located at the bottom of the toilets, as some were observed missing during the virtual walk through on this date.

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)**Met****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Comment

Please secure cleaning tools (i.e., broom, dust pan) out of reach of children.

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

Discussed maintenance of resilient surface. Please fluff and redistribute, especially after heavy or prolonged rainfall.

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**

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Hand washing requirements were discussed with the Director on this date.

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

591-1-1-.20(1) - The consultant discussed with the provider to ensure all dates and times in the medication authorization were accounted for in the dispensing records, as no notations were made when medication was not administered due to the child leaving the center before the medication time.

Correction Deadline: 12/14/2020

Safety**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. All field trips have been suspended due to the Executive Order issued on November 30, 2020. Paperwork, checklist, permission forms, annual inspection form, and proper check of the vehicle after transportation were discussed with the director on this date.

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**

Pleasant naptime environment observed. The consultant discussed with the director removing the sheets from the cots when not in use and storing those with the blankets in the children's cubbies.

Staff Records

Records Reviewed: 17**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 02/20/1995	
Staff # 2	Met
Date of Hire: 08/31/2020	
Staff # 3	Met
Date of Hire: 07/30/2018	
Staff # 4	Met
Date of Hire: 09/15/2005	
Staff # 5	Met
Date of Hire: 01/04/2018	
Staff # 6	Met
Date of Hire: 10/03/2016	
Staff # 7	Met
Date of Hire: 08/19/2020	
Staff # 8	Met
Date of Hire: 01/01/1985	

Staff # 9 Date of Hire: 07/27/2017	Met
Staff # 10 Date of Hire: 05/01/1996	Met
Staff # 11 Date of Hire: 08/01/2006	Met
Staff # 12 Date of Hire: 08/01/1989	Met
Staff # 13 Date of Hire: 08/04/2014	Met
Staff # 14 Date of Hire: 07/01/2004	Met
Staff # 15 Date of Hire: 08/01/1986	Met
Staff # 16 Date of Hire: 09/16/2019	Met
Staff # 17 Date of Hire: 07/20/2019	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 Met

Comment

Documentation observed of required staff training.

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

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on November 30, 2020.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date during the virtual walk through.