



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: 3/13/2019 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 2:10 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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valarie.musselwhite@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.
03/13/2019	Monitoring Visit	Good Standing	
08/22/2018	Licensing Study	Good Standing	
04/09/2018	Monitoring Visit	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	3	22	C	26	C	NA	NA	Story,Lunch
Building 1	Left Back	PreK	2	17	C	20	C	NA	NA	Lunch
Building 1	Right Room	Three Year Olds and Four Year Olds	2	19	C	45	C	NA	NA	Lunch,Music
Total Capacity @35 sq. ft.: 91					Total Capacity @25 sq. ft.: 0					
Building 2	Left	Two Year Olds and 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: 68			Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The director was not present during the visit. The consultant left a paper copy of the visit with person in charge. The consultant sent a detailed email of visit results and topics of discussion.

Plan of Improvement: Developed This Date 03/13/2019

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/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

Valarie Musselwhite, Consultant

Date



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Findings Report

Date: 3/13/2019 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 2:10 PM

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The following information is associated with a Monitoring Visit:

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)

Met

Comment

Center does not provide swimming activities.

Facility

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

Correction Deadline: 8/22/2018

Corrected on 3/13/2019

.25(13) - Correction of previous citation in that the consultant observed all potential hazards stored inaccessible to children.

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

Not Met

Finding

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. It was determined based on an observation that three children were housed in a room in Building 2 that is not currently licensed.

POI (Plan of Improvement)

The Center will discontinue use of this area.

Correction Deadline: 3/13/2019

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

Technical Assistance

Technical Assistance

591-1-1-.26(4) - Please ensure the outer fencing measures four feet in height.

Correction Deadline: 3/13/2019

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

The center currently does not dispense or administer medication.

Policies and Procedures

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

Met

Correction Deadline: 8/31/2018**Corrected on 3/13/2019****.21(3) - Correction of previous citation in that the consultant observed completed documentation of fire drills since the last regulatory visit.**

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

Staff were observed to maintain a positive learning environment 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.

Staff Records

Records Reviewed: 21**Records with Missing/Incomplete Components: 5**

Staff # 1

Met

Date of Hire: 07/30/2018

Staff # 2 Date of Hire: 08/11/2011	Met
Staff # 3 Date of Hire: 08/02/2017 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing	Not Met
Staff # 4 Date of Hire: 07/28/2006	Met
Staff # 5 Date of Hire: 07/30/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 6 Date of Hire: 08/13/2004	Met
Staff # 7 Date of Hire: 08/01/2014	Met
Staff # 8 Date of Hire: 08/26/1986	Met
Staff # 9 Date of Hire: 01/07/2019	Met
Staff # 10 Date of Hire: 01/04/2018 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing	Not Met
Staff # 11 Date of Hire: 07/27/2017 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing	Not Met
Staff # 12 Date of Hire: 06/01/2015	Met
Staff # 13 Date of Hire: 01/07/2019	Met

Records Reviewed: 21**Records with Missing/Incomplete Components: 5**

Staff # 14 Date of Hire: 02/20/1995	Met
Staff # 15 Date of Hire: 05/10/1996	Met
Staff # 16 Date of Hire: 02/05/2018	Met
Staff # 17 Date of Hire: 03/22/2018	Met
Staff # 18 Date of Hire: 08/23/1989	Met
Staff # 19 Date of Hire: 09/15/2005	Met
Staff # 20 Date of Hire: 10/03/2016	Met
Staff # 21 Date of Hire: 07/27/2017	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing	

Staff Credentials Reviewed: 21**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

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 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: 4/12/2019**Recited on 3/13/2019**

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 four staff did not complete the required two hours of child abuse 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: 4/12/2019

Recited on 3/13/2019

Correction Deadline: 9/28/2018

Corrected on 3/13/2019

.33(5) - Correction of previous citation in that the consultant observed completed training for nutrition for the cook.

Defer

591-1-1-.33(6)- Citation deferred until the Licensing Study.

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

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

Comment

Center observed to maintain appropriate staff:child ratios.

Technical Assistance

591-1-1-.32(4)(b) - Please ensure parent agreement forms are on file for two and three-year-old combined classrooms.

Correction Deadline: 3/13/2019

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

Met

Comment

Adequate supervision observed on this date.