



**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

**Cover Sheet**

**Date:** 10/11/2022 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 4:00 PM

**CCLC-34718**

**Saint Simons United Methodist Preschool**

624 Ocean Blvd. St. Simons, GA 31522 Glynn County  
 (912) 634-8557 maryb@stsimonsumc.com

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452

Fax: (478) 314-9443

jerica.davis@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/11/2022	Complaint Closure	Good Standing	
10/11/2022	Complaint Investigation & Licensing Study	Good Standing	
06/07/2022	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	
ONE	105	Infants	1	5	C	11	C	NA	NA	Floor Play,Nap	
ONE	107	One Year Olds and Two Year Olds	2	5	C	15	C	NA	NA	Transitioning,Outside	
ONE	108	Two Year Olds	1	10	C	21	C	NA	NA	Outside,Nap	
ONE	109	Three Year Olds	2	7	C	10	C	NA	NA	Outside	
ONE	112	Three Year Olds	1	9	C	21	C	NA	NA	Art,Transitioning,Circle Time	
ONE	116	One Year Olds	2	8	C	15	C	NA	NA	Outside,Circle Time	
ONE	C		0	0	C	27	C	NA	NA		
Total Capacity @35 sq. ft.:					120	Total Capacity @25 sq. ft.:					0
Total # Children this Date: 44			Total Capacity @35 sq. ft.:			120	Total Capacity @25 sq. ft.:				0

Building	Playground	Playground Occupancy	Playground Compliance
ONE	ONE	60	C
ONE	Playground 2	11	C

**Comments**

The purpose of today's visit is a Licensing Study. The center does not provide transportation, field trips, swimming activities, or administer medications. All Criminal Background Check records were reviewed on this date.

Plan of Improvement: Developed This Date

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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Mary Brittain, Program Official

Date

Jerica Davis, Consultant

Date



**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

**Findings Report**

**Date:** 10/11/2022 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 4:00 PM

**CCLC-34718**

**Saint Simons United Methodist Preschool**

624 Ocean Blvd. St. Simons, GA 31522 Glynn County  
(912) 634-8557 maryb@stsimonsumc.com

**Mailing Address**  
Same

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452

Fax: (478) 314-9443

jerica.davis@decal.ga.gov

The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

Please ensure that each classroom has a current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. Please ensure a current lesson plan is available for each classroom.

**Correction Deadline: 10/11/2022**

**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: 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****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**

Please be mindful to keep items that pose a hazard inaccessible to children. Please ensure items including Lysol spray and diaper cream are stored inaccessible to children.

**Correction Deadline: 6/21/2022****Corrected on 10/11/2022****.25(3) - This citation was observed to be corrected on this date. The metal back splash in the bathroom of classroom 112 has been repaired.**

---

**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the concrete wall barrier on the far right corner of the playground measured 43 inches where 48 inches is required. Additionally, in the middle section of the fence where the concrete barrier meets the chain link fence, the chain link fencing measured 44 inches where 48 inches is required.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 10/11/2022****Health and Hygiene**

---

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

Proper diapering procedures observed.

---

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

Proper hand washing observed throughout the center.

---

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

The Provider currently does not dispense/administer medication.

## Policies and Procedures

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

Met

#### Comment

Program observed complete emergency drills

## 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)

Met

#### Comment

Center does not provide routine transportation.

## Sleeping & Resting Equipment

### 591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

#### Comment

Discussed SIDS and infant sleeping position.

#### 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: 1

Staff # 1	Met
Date of Hire: 06/13/2016	
Staff # 2	Met
Date of Hire: 07/22/2020	
Staff # 3	Met
Date of Hire: 06/04/2012	
Staff # 4	Met
Date of Hire: 08/03/2016	
Staff # 5	Met
Date of Hire: 02/14/2020	
Staff # 6	Met
Date of Hire: 06/22/2020	
Staff # 7	Met
Date of Hire: 07/02/2016	

---

**Records Reviewed: 13****Records with Missing/Incomplete Components: 1**

---

Staff # 8 Date of Hire: 10/11/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9 Date of Hire: 07/25/2016	Met
Staff # 10 Date of Hire: 03/28/2022	Met
Staff # 11 Date of Hire: 08/15/2022 " <u>Missing/Incomplete Components</u> " .09-Criminal Records Check Missing	Not Met
Staff # 12 Date of Hire: 06/15/2016	Met
Staff # 13 Date of Hire: 07/28/2022	Met

---

**Staff Credentials Reviewed: 10**

---

---

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

---

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff member # 11 did not have the most recently issued determination letter ported electronically before employment as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review all videos and complete the provided affidavit form to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will complete all steps to ensure CRC rules are maintained.

**Correction Deadline: 10/11/2022**

---

**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)****Technical Assistance****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

Please ensure that all teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. Please ensure center staff renew CDA certificates upon expiration.

**Correction Deadline: 10/11/2022**

---

<b>Staffing and Supervision</b>
---------------------------------

---

**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**

Staff observed to provide direct supervision and be attentive to children's needs.