



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: 11/16/2022 **VisitType:** Licensing Study

Arrival: 9:35 AM

Departure: 11:45 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

Kesha McNeal

Phone: (866) 359-1672

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kesha.mcneal@dec.al.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.
11/16/2022	Licensing Study	Good Standing	
02/10/2022	Monitoring Visit	Good Standing	
09/24/2021	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	15	C	26	C	NA	NA	Outside, Clean Up, Transitioning	
Building 1	Left Back	PreK	2	16	C	20	C	NA	NA	Centers, Transitioning, Outside	
Building 1	Right Room	Three Year Olds	3	17	C	45	C	NA	NA	Outside, Transitioning	
Total Capacity @35 sq. ft.:			91			Total Capacity @25 sq. ft.:			0		
Building 2	Left	Two Year Olds	2	12	C	17	C	NA	NA	Story, Clean Up, Transitioning	
Total Capacity @35 sq. ft.:			17			Total Capacity @25 sq. ft.:			0		
Total # Children this Date:			60			Total Capacity @35 sq. ft.:			108		
						Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance

Comments

Director provided nine file(s) for employees hired since last visit.

Plan of Improvement: Developed This Date 11/16/2022

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/Regulations.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@dec.state.ga.us 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 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)

Valerie Dixon, Program Official

Date

Kesha McNeal, 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.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

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

Comment

No hazards observed accessible to children on this date.

Technical Assistance

591-1-1-.25(3) - Please ensure that the Center and surrounding premises is in good repair. On this date the consultant observed the counter under the sink in the front entrance room to have a sharp edge.

Correction Deadline: 11/16/2022

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

Met

Comment

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)

Met

Comment

Please ensure lids remain on trash containing organic waste.

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

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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 cots, sheets and blankets were observed on this date. Cleaning and disinfecting of cots was discussed with the director on this date.

Staff Records

Records Reviewed: 22

Records with Missing/Incomplete Components: 7

Staff # 1

Met

Date of Hire: 09/01/2021

Staff # 2

Met

Date of Hire: 08/11/2021

Staff # 3

Met

Date of Hire: 01/18/2022

Staff # 4

Met

Date of Hire: 08/31/2020

Staff # 5

Met

Date of Hire: 08/11/2021

Staff # 6 Not Met

Date of Hire: 10/03/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7 Met

Date of Hire: 01/10/2022

Staff # 8 Met

Date of Hire: 08/19/2020

Staff # 9 Not Met

Date of Hire: 05/01/1996

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 10 Met

Date of Hire: 08/01/2006

Staff # 11 Met

Date of Hire: 07/26/2022

Staff # 12 Met

Date of Hire: 11/02/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13 Not Met

Date of Hire: 08/01/1989

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 14 Met

Date of Hire: 07/31/2022

Staff # 15 Met

Date of Hire: 07/15/2022

Staff # 16 Met

Date of Hire: 11/10/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 17 Not Met

Date of Hire: 08/03/2022

"Missing/Incomplete Components"

Records Reviewed: 22

Records with Missing/Incomplete Components: 7

.33(3)-Health & Safety Certificate

Staff # 18

Not Met

Date of Hire: 08/03/2022

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 19

Met

Date of Hire: 09/16/2019

Staff # 20

Not Met

Date of Hire: 07/26/2022

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 21

Not Met

Date of Hire: 08/03/2022

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 22

Met

Date of Hire: 07/20/2019

Staff Credentials Reviewed: 5

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided nine file(s) for employees hired since last visit.

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

Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Not Met

Comment

Please ensure completed orientation checklists are documented and signed.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on the consultant's review that staff member #17, #18, #20, and #21 did not complete health and safety orientation training within the first 90 days of employment as required.

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 and will ensure that the training includes all required components as required.

Correction Deadline: 12/16/2022

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, record keeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the consultant's review of records that staff member #6, #9, and #13 did not complete ten (10) clock hours of annual training for 2021.

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: 12/16/2022

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)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.