



**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:** 9/16/2020    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 1:00 PM    **Departure:** 2:00 PM

**CCLC-17360**

**Hodge Memorial Day Care Center**

805 May Street Savannah, GA 31415 Chatham County  
(912) 233-8421 hodgememorial@bellsouth.net

**Regional Consultant**

Chrissy Miller

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**Mailing Address**

P.O. Box 2384  
Savannah, GA 31402

**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.
09/16/2020	Complaint Investigation & Licensing Study	Good Standing	
02/20/2020	Complaint Investigation & Monitoring Visit	Good Standing	
02/20/2020	Complaint Closure	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
Main	A Back Rt	One Year Olds	1	4	C	10	C	NA	NA	Nap
Main	B (4-10yrs) Bk Lt	Four Year Olds	1	5	C	8	C	NA	NA	Nap
Main	C (Ft Lt)	Three Year Olds	2	8	C	16	C	NA	NA	Nap
Main	D (Ft Rt)	Two Year Olds	1	7	C	13	C	NA	NA	Nap
Total Capacity @35 sq. ft.:			47			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 47			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A: (3-10yrs)	25	C
Main	B: (1-2yrs)	27	C

**Comments**

An Administrative Review was conducted on September 15, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 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 August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 09/16/2020

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

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

\_\_\_\_\_  
Delma Stell, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chrissy Miller, Consultant

\_\_\_\_\_  
Date



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### Findings Report

**Date:** 9/16/2020 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 1:00 PM **Departure:** 2:00 PM

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The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center during the virtual visit.

**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: 5**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

---

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the consultant's review of records that five out of five enrollment records were missing the addresses of the person(s) to whom the child may be released.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 10/9/2020**

**Facility**

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Center appears clean and well maintained during the virtual visit.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. The consultant also discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are in care.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures during the virtual inspection.

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

**Met**

**Comment**

The staff stated proper knowledge of hand washing procedures during the virtual inspection. The consultant also observed hand washing supplies in the bathrooms.

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting**

**Met**

**Comment**

Thank you for reporting as required.

<b>Safety</b>
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**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 staff on this date.

**591-1-1-.36 Transportation(CR)**

**N/A**

**Comment**

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**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.

<b>Staff Records</b>
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**Records Reviewed: 7**

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

Staff # 1	Met
Staff # 2	Met
Date of Hire: 09/26/1983	
Staff # 3	Met
Date of Hire: 08/28/2017	
Staff # 4	Met
Date of Hire: 11/28/2016	
Staff # 5	Met
Date of Hire: 11/07/2019	
Staff # 6	Met

**Records Reviewed: 7**

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

Date of Hire: 09/11/1995

Staff # 7

Met

Date of Hire: 10/18/2018

**Staff Credentials Reviewed: 4**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire as a lead teacher and complete degree within 18 months. 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 August 15, 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 during the virtual inspection.

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

**Defer**

**Defer**

591-1-1-.32(7)-A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 2/20/2020**