



**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:** 10/19/2021 **VisitType:** Licensing Study

**Arrival:** 1:00 PM

**Departure:** 2:00 PM

**CCLC-3228**

**Memorial Day School Day Care**

6500 Habersham Street Savannah, GA 31405 Chatham County  
 (912) 352-9302 platson@memday.org

**Regional Consultant**

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
10/19/2021	Licensing Study	Good Standing	
02/24/2021	Monitoring Visit	Good Standing	
09/11/2020	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
I	27		0	0	C	12	C	NA	NA	
I	44	Three Year Olds and Four Year Olds	1	10	C	21	C	NA	NA	Nap
I	46	Two Year Olds	2	12	C	15	C	NA	NA	Nap
I	47		0	0	C	13	C	NA	NA	
I	48	Infants	2	8	C	13	C	NA	NA	Floor Play,Nap
I	49	Infants	2	6	C	13	C	NA	NA	Feeding,Floor Play
I	Room 28		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 97			Total Capacity @25 sq. ft.: 0							
II	11		0	0	C	13	C	NA	NA	
II	13		0	0	C	11	C	NA	NA	
II	14		0	0	C	11	C	NA	NA	
II	16		0	0	C	14	C	NA	NA	
II	17		0	0	C	11	C	NA	NA	
II	20		0	0	C	9	C	NA	NA	
II	21	Three Year Olds	1	9	C	9	C	NA	NA	Nap
II	22		0	0	C	10	C	NA	NA	
II	23		0	0	C	9	C	NA	NA	
II	24		0	0	C	9	C	NA	NA	
II	25		0	0	C	9	C	NA	NA	
II	26		0	0	C	10	C	NA	NA	

Total Capacity @35 sq. ft.: 125					Total Capacity @25 sq. ft.: 0				
III	12		0	0	C	11	C	NA	NA
III	18		0	0	C	13	C	NA	NA
Total Capacity @35 sq. ft.: 24					Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45		Total Capacity @35 sq. ft.: 246			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
I	Lg. Playground	184	C
I	Sm. Playground	18	C

#### Comments

An Administrative Review was conducted on October 14, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 19, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 10/28/2021

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@dec.state.ga.us)

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.

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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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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)

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Patricia Latson, Program Official

Date

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Chrissy Miller, 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 during the virtual inspection.

**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: 4**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

**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 two out of five records were missing the work phone number and work address of the parent, one out of five records were missing the addresses of the person(s) to whom the child may be released, three out of five records were missing the physician's information, and two out of five records were missing a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

**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: 11/4/2021****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****Comment**

The center appeared clean and well maintained during the virtual inspection. Please be mindful to keep items that pose a hazard inaccessible to children.

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

A virtual visit was completed due to COVID-19. The sand on the playground appeared to be well maintained. Please fluff and redistribute as needed. The consultant discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance**

**Technical Assistance**

591-1-1-.15(2) - Please ensure that a signed written feeding plan for children less than one (1) year of age is obtained from the Parent(s) and that instructions from the Parent(s) are updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies.

**Correction Deadline: 10/28/2021**

**Technical Assistance**

591-1-1-.15(7) - Please ensure that foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 10/28/2021**

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met**

**Correction Deadline: 1/28/2020**

**Corrected on 10/28/2021**

**.10(4) - The consultant observed this rule to be corrected. The consultant and the staff discussed the proper diapering procedures for children that require diapering. Hand washing and sanitizing requirements for diapering were also discussed with the staff on this date.**

**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 at the sinks.

**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(1)(p) - Please use the template provided to ensure that the written emergency plans for the Center is comprehensive and includes a plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

**Correction Deadline: 11/2/2021**

**Technical Assistance**

591-1-1-.21(3) - Please ensure that the Center conducts drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for at least two years.

**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

**Safety****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.

**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: 16****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 07/14/2021

Staff # 2

Met

Date of Hire: 03/06/2021

Staff # 3

Met

Date of Hire: 08/05/2021

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

Staff # 4

Met

Date of Hire: 09/30/2019

Staff # 5

Met

Date of Hire: 08/04/2021

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

Staff # 6

Met

Date of Hire: 09/13/2021

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

Staff # 7

Not Met

**Records Reviewed: 16****Records with Missing/Incomplete Components: 2**"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8

Met

Date of Hire: 08/09/2021

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

Staff # 9

Not Met

Date of Hire: 10/01/2004

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 10

Met

Date of Hire: 04/30/2021

Staff # 11

Met

Date of Hire: 12/21/2020

Staff # 12

Met

Date of Hire: 05/05/2017

Staff # 13

Met

Date of Hire: 03/09/2021

Staff # 14

Met

Date of Hire: 01/23/2012

Staff # 15

Met

Date of Hire: 09/15/2021

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

Staff # 16

Met

Date of Hire: 04/02/2012

**Staff Credentials Reviewed: 6****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 50% of center staff certified in First Aid and CPR.

**591-1-1-.31 Staff(CR)****Not Met**



**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on the consultant's review of records that the Director's CDA expired on December 11, 2020 and had not been renewed to fulfill the minimum academic requirements of the position as required.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 12/31/2021**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on the consultant's review of records that the assigned lead teacher, who was hired on October 1, 2004, did not have evidence of a credential or degree to fulfill the minimum academic requirements of the position as required.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 12/31/2021**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.32(5) - Discussed the staff:child ratios during day-time rest or sleeping periods with the Director. Staff: child ratios may be doubled for children three (3) years and older and that children two (2) years and younger must be maintained using the required ratios that are outlined in rule 591-1-1-.32(1) at all times.

**Correction Deadline: 10/28/2021**

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

**Met**

**Comment**

Adequate supervision observed on this date. A virtual visit was conducted due to the COVID-19 pandemic.