



**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:** 9/12/2022    **VisitType:** Licensing Study    **Arrival:** 9:40 AM    **Departure:** 12:45 PM

**CCLC-2648**

**Brookhaven United Methodist Church Child Daycare**

1366 N. Druid Hills Road Atlanta, GA 30319 DeKalb County  
 (404) 233-4811 bumccdc@bellsouth.net

**Regional Consultant**

Roslyn Williams

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roslyn.williams@decal.ga.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.
09/12/2022	Licensing Study	Good Standing	
06/28/2022	Licensing Study	Good Standing	
10/06/2021	Monitoring Visit	Good Standing	

  

<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.

**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	Room 1 6 R	Infants	3	4	C	7	C	NA	NA	Floor Play,Nap
Main	Room 2 5R	Infants	3	6	C	8	C	NA	NA	Floor Play,Music,Nap
Main	Room 3 3 R	One Year Olds	1	2	C	4	C	NA	NA	Floor Play
Main	Room 4 4R	Two Year Olds	2	7	C	19	C	NA	NA	Free Play
Main	Room 5 3 L	Two Year Olds	2	12	C	14	C	NA	NA	Music
Main	Room 6 1L	Three Year Olds	3	9	C	11	C	NA	NA	Music
Main	Room 7 1 R	Three Year Olds	2	9	C	20	C	NA	NA	Centers
Main	Room 8 2 R	Three Year Olds	3	8	C	16	C	NA	NA	Outside
Main	Room 9 2 L	Four Year Olds	3	12	C	14	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 100					Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations		
Total # Children this Date: 69			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	back large	43	C
Main	front	64	C
Main	small front	22	C

**Comments**

Plan of Improvement: Developed This Date 09/12/2022

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](mailto: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](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)

Carmen Hardwick Reese, Program Official

Date

Roslyn Williams, 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.

**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: 2**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 5	Met

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

591-1-1-.08 Documentation procedures were discussed with the director.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

**Technical Assistance**

591-1-1-.25(3) - Routine center bathroom maintenance was discussed with the director.

**Correction Deadline: 9/12/2022**

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**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 a loose fence board with an exposed nail was accessible to children on the front toddler playground. It was further determined that a picnic table had wood rot and sharp edges that were accessible to children on the back playground.

**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: 9/12/2022****Food Service**

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**591-1-1-.18 Kitchen Operations****Technical Assistance****Technical Assistance**

591-1-1-.18(5) - Please ensure that all refrigerators are equipped with a thermometer.

**Correction Deadline: 9/12/2022****Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

**Safety**

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**591-1-1-.11 Discipline(CR)****Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 31****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 03/28/2005	
Staff # 2	Met
Date of Hire: 10/04/2021	
Staff # 3	Met
Date of Hire: 03/23/2005	
Staff # 4	Met
Date of Hire: 07/31/2018	
Staff # 5	Met
Date of Hire: 10/10/1983	
Staff # 6	Met
Date of Hire: 08/02/2010	
Staff # 7	Met
Date of Hire: 05/31/2019	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 03/09/2001	

Staff # 10 Date of Hire: 01/18/1984	Met
Staff # 11 Date of Hire: 10/11/2013	Met
Staff # 12 Date of Hire: 07/24/2013	Met
Staff # 13 Date of Hire: 06/06/2006	Met
Staff # 14 Date of Hire: 09/01/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 15 Date of Hire: 01/19/1998	Met
Staff # 16	Met
Staff # 17 Date of Hire: 02/08/2017	Met
Staff # 18 Date of Hire: 02/02/2010	Met
Staff # 19 Date of Hire: 09/01/2020	Met
Staff # 20 Date of Hire: 10/25/2019	Met
Staff # 21 Date of Hire: 11/14/2013	Met
Staff # 22 Date of Hire: 06/19/1998	Met
Staff # 23 Date of Hire: 12/19/2011	Met
Staff # 24	Met

**Records Reviewed: 31****Records with Missing/Incomplete Components: 1**

Staff # 25	Met
Date of Hire: 03/02/2020	
Staff # 26	Met
Date of Hire: 11/14/2000	
Staff # 27	Met
Date of Hire: 06/11/2009	
Staff # 28	Met
Date of Hire: 08/04/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 29	Met
Date of Hire: 10/25/2021	
Staff # 30	Met
Date of Hire: 05/29/2012	
Staff # 31	Met

**Staff Credentials Reviewed: 14****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that Staff volunteer #14 who was working in room five did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one day letter was left.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 to ensure the CRC rules are maintained.

**Correction Deadline: 9/12/2022****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff volunteer #14 who was working in room five, did not have a valid and current satisfactory Comprehensive Records Check Determination on file. A one day letter was left.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 to ensure the CRC rules are maintained.

**Correction Deadline: 9/12/2022**

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**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 and complete degree within 18 months.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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