



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

Date: 1/21/2021 **VisitType:** Licensing Study **Arrival:** 12:15 PM **Departure:** 1:15 PM

CCLC-11174

St Thomas Day School

2100 Hilton Avenue Columbus, GA 31906 Muscogee County
 (706) 324-1268 Director@stthomascolga.com

Regional Consultant

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
01/21/2021	Licensing Study	Good Standing	
09/28/2020	Monitoring Visit	Good Standing	
12/16/2019	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
Main	3rd Left	Three Year Olds and Four Year Olds	2	14	C	24	C	NA	NA	Transitioning
Main	4th Right	Infants	2	7	C	11	C	NA	NA	Floor Play, Diapering, Story
Main	A 1st right	Two Year Olds	2	6	C	18	C	NA	NA	Free Play, Story
Main	B - 2nd right	One Year Olds	2	2	C	12	C	NA	NA	Floor Play, Free Play
Main	C - 3rd Right	Four Year Olds and Five Year Olds	1	10	C	24	C	NA	NA	Centers, Free Play
Main	D - 1st Left	Two Year Olds and Three Year Olds	2	11	C	13	C	NA	NA	Transitioning
Main	E - 2nd Left	Infants	2	7	C	12	C	NA	NA	Nap, Transitioning, Diapering
Total Capacity @35 sq. ft.: 114			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 57			Total Capacity @35 sq. ft.: 114							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	139	C

Comments

An Administrative Review was conducted on January 21, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on January 21, 2021, with the staff person in charge. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 01/21/2021

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

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@dec.state.ga.us.

- 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://dec.state.ga.us/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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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

Kimberly Futch, Program Official

Date

Penny Svenson, 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)

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

Correction Deadline: 12/18/2019

Corrected on 1/21/2021

The correction was observed on this date. Five children's files were reviewed during the visit and addresses for persons for a child to be released to were listed as required.

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

The Consultant discussed with the Director to ensure items that pose a hazard are inaccessible to children. Monitor cabinets, drawers and filing cabinets to ensure they remain locked, or items that pose a hazard are placed out of reach of children.

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

Met

Comment

The Consultant discussed with the Director to ensure any roots present that may pose a tripping hazard are either painted or cut out.

Food Service

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

Technical Assistance

Technical Assistance

The Consultant discussed with the Director to ensure the following requirements are met, even if meals are provided by parents: CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Technical Assistance

The Consultant discussed with the Director to ensure the new infant feeding plan is completed by each parent and is updated a minimum of every six months.

Correction Deadline: 1/21/2021

Health and Hygiene

591-1-1-.07 Children's Health

Not Met

Finding

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on Consultant observation that there were three infants that had pacifier clips attached to their clothing on this date.

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 1/21/2021

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on Consultant observation that a staff member did not clean the diaper changing surface with a disinfectant after a child's diaper was changed.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 1/21/2021

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.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

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**

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 14**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 08/10/2015

Records Reviewed: 14**Records with Missing/Incomplete Components: 1**

Staff # 2	Met
Date of Hire: 08/13/2012	
Staff # 3	Met
Date of Hire: 12/12/2019	
Staff # 4	Met
Date of Hire: 09/24/2015	
Staff # 5	Met
Date of Hire: 10/15/2019	
Staff # 6	Met
Date of Hire: 09/26/2018	
Staff # 7	Not Met
Date of Hire: 08/09/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Met
Date of Hire: 08/01/2019	
Staff # 9	Met
Date of Hire: 10/15/2020	
Staff # 10	Met
Staff # 11	Met
Date of Hire: 11/01/2020	
Staff # 12	Met
Date of Hire: 10/15/2020	
Staff # 13	Met
Date of Hire: 09/23/2015	
Staff # 14	Met
Date of Hire: 08/14/2019	

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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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 a review of records that a staff member hired on August 9, 2020, did not have a 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.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained.

Correction Deadline: 1/21/2021

591-1-1-.14 First Aid & CPR**Technical Assistance****Technical Assistance**

The Consultant discussed with the new Director that all staff are required to have current First Aid and CPR. New staff are required to complete First Aid and CPR within 90 days of being a new hire. The Consultant also discussed with the Director that online only First Aid and CPR were not accepted as an acceptable form of training by Bright from the Start.

591-1-1-.33 Staff Training**Technical Assistance****Technical Assistance**

The Consultant discussed with the new Director that Health and Safety are required to be taken within the first 90 days of employment. The Consultant showed the Director where to find Health and Safety for free on Bright from the Starts web site.

Correction Deadline: 2/20/2021

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.