



**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:** 9/28/2020    **VisitType:** Monitoring Visit    **Arrival:** 11:30 AM    **Departure:** 12:30 PM

**CCLC-11174**

**St Thomas Day School**

2100 Hilton Avenue Columbus, GA 31906 Muscogee County  
 (706) 324-1268 jodi@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

<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.
09/28/2020	Monitoring Visit	Good Standing	
12/16/2019	Licensing Study	Good Standing	
08/21/2019	Monitoring Visit	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	2	10	C	24	C	NA	NA	Outside
Main	4th Right	One Year Olds	1	5	C	11	C	NA	NA	Free Play
Main	A 1st right	Two Year Olds	2	5	C	18	C	NA	NA	Transitioning
Main	B - 2nd right		0	0	C	12	C	NA	NA	
Main	C - 3rd Right	Four Year Olds and Five Year Olds	1	10	C	24	C	NA	NA	Lunch
Main	D - 1st Left	Two Year Olds	2	10	C	13	C	NA	NA	Lunch
Main	E - 2nd Left	Infants	2	5	C	12	C	NA	NA	Floor Play,Nap,Feeding
Total Capacity @35 sq. ft.: 114						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45						Total Capacity @35 sq. ft.: 114				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	139	C

**Comments**

A Virtual Vist was conducted due to COVID-19 Pandemic.

The new infant feeding plan with shared with program on this date.

Plan of Improvement: No Plan Developed

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

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Jodi Saunders, Program Official

Date

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Penny Svenson, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 1**

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

Child # 1

Met

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

**Defer**

**Defer**

This rule will be evaluated on the next regulatory visit. The Consultant discussed with the Director the importance of the address being listed for the person(s) to whom the child could be released to as required.

**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: 12/18/2019**

**Facility**

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

**Comment**

Licensed capacity observed to be met by the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Comment**

Center appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Correction Deadline: 12/20/2019**

**Corrected on 9/28/2020**

**The Director stated that the equipment was sanded and painted by herself.**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director that the new infant feeding plan is now required and that parents should have discussed with the child's pediatrician foods that are developmentally appropriate and all have agreed that it is developmentally appropriate. There is no required written piece needed from the doctor. The parent has to acknowledge and sign off on the new form that they have discussed with the pediatrician and it is deemed appropriate.

**Correction Deadline: 9/28/2020**

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

**Comment**

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

**Comment**

Additional cleaning and sanitizing requirements due to COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

**Comment**

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

A Virtual Visit was conducted due to COVID-19 pandemic. Discipline was not directly observed during the virtual walk through.

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**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

Discussed SIDS and infant sleeping position on this date. A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

## Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Staff # 2 Date of Hire: 08/13/2012	Met
Staff # 3 Date of Hire: 12/12/2019	Met
Staff # 4 Date of Hire: 09/24/2015	Met
Staff # 5 Date of Hire: 10/15/2019	Met
Staff # 6 Date of Hire: 09/26/2018	Met
Staff # 7 Date of Hire: 09/16/2020	Met
Staff # 8 Date of Hire: 08/01/2019	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12 Date of Hire: 09/23/2015	Met
Staff # 13 Date of Hire: 08/14/2019	Met

Staff # 14

Met

**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.

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

**Met**

**Correction Deadline: 1/15/2020**

**Corrected on 9/28/2020**

**The correction was observed on this date.**

**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. A Virtual Visit was conducted due to COVID-19 Pandemic.

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

**Met**

**Comment**

Adequate supervision observed on this date. A Virtual Visit was conducted due to COVID-19 Pandemic.