



**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:** 3/19/2019    **VisitType:** Incident Investigation/Licensing Study    **Arrival:** 1:30 PM    **Departure:** 4:30 PM

**CCLC-13161**

**Brooklet United Methodist Church Preschool and Learning Center**

201 Parker Avenue Brooklet, GA 30415 Bulloch County  
 (912) 842-2922 preschool@brookletumc.org

**Mailing Address**  
 P.O. Box 884  
 Brooklet, GA 30415

**Regional Consultant**

Haley Carwile  
 Phone: (229) 317-9868  
 Fax: (229) 317-9865  
 haley.carwile@decal.ga.gov

**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.
03/19/2019	Incident Investigation/Licensing Study	Good Standing	
03/19/2019	Incident Investigation Closure	Good Standing	
11/29/2018	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	Room 007	Two Year Olds	2	9	C	14	C	NA	NA	Nap
Main	Room 110	Three Year Olds and Four Year Olds	2	13	C	19	C	NA	NA	Nap,Art
Main	Room 111	Two Year Olds and Three Year Olds	2	12	C	16	C	NA	NA	Nap
Main	Room 122	One Year Olds and Two Year Olds	3	8	C	13	C	NA	NA	Nap
Main	Room 125	Five Year Olds and Six Year Olds and Over	1	10	C	13	C	NA	NA	Snack
Main	Room 126	Six Year Olds and Over	1	10	C	13	C	NA	NA	Free Play,Snack
Main	Room 129	Infants and One Year Olds	2	8	C	13	C	NA	NA	Floor Play,Nap
Main	Room 208	Four Year Olds and Five Year Olds	4	12	C	18	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 119						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 82			Total Capacity @35 sq. ft.: 119			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only	46	C

**Comments**

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.

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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@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.

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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)



**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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Ruth Rushing, Program Official

Date

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Haley Carwile, Consultant

Date



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### Findings Report

**Date:** 3/19/2019    **VisitType:** Incident Investigation/Licensing Study    **Arrival:** 1:30 PM    **Departure:** 4:30 PM

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The following information is associated with a Licensing Study Visit:

<b>Activities and Equipment</b>
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<b>591-1-1-.12 Equipment &amp; Toys(CR)</b>	<b>Met</b>
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**Comment**  
A variety of equipment and toys were observed throughout the center.

<b>591-1-1-.35 Swimming Pools &amp; Water-related Activities(CR)</b>	<b>N/A</b>
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**Comment**  
Center does not provide swimming activities.

<b>Facility</b>
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<b>591-1-1-.06 Bathrooms</b>	<b>Met</b>
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**Correction Deadline: 12/29/2018**  
**Corrected on 3/19/2019**  
**.06(4) - Observed the vent fan on room 208 to be working on this date.**

<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**  
Licensed capacity observed to be routinely met by center.

<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Correction Deadline: 11/29/2018**  
**Corrected on 3/19/2019**  
**.25(3) - Observed all toilets to have seats on this date.**

<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Comment**  
Playground observed to be clean and in good repair.

## Health and Hygiene

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

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

Met

#### Comment

Staff were observed to remind children to wash hands.

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

Met

#### Comment

Documentation for medication dispensing observed complete.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

### 591-1-1-.13 Field Trips(CR)

Not Evaluated

#### Comment

Center does not participate in field trips at this time.

### 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

Pleasant naptime environment observed.

## Staff Records

Records Reviewed: 31

Records with Missing/Incomplete Components: 4

Staff # 1

Met

Date of Hire: 08/14/2017

Staff # 2

Met

Date of Hire: 01/17/2017

Staff # 3

Met

Date of Hire: 03/21/2011

Staff # 4 Date of Hire: 07/23/2014	Met
Staff # 5 Date of Hire: 11/08/2018	Met
Staff # 6 Date of Hire: 07/14/2005	Met
Staff # 7 Date of Hire: 07/18/2016	Met
Staff # 8 Date of Hire: 08/01/2017	Met
Staff # 9 Date of Hire: 01/05/2016	Met
Staff # 10 Date of Hire: 08/15/2016	Met
Staff # 11 Date of Hire: 01/14/2019	Met
Staff # 12 Date of Hire: 07/01/2012	Met
Staff # 13 Date of Hire: 01/09/2018 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 4 Hrs. Missing	Not Met
Staff # 14 Date of Hire: 08/22/2014	Met
Staff # 15 Date of Hire: 03/01/2010 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 16 Date of Hire: 02/04/2019	Met
Staff # 17	Met

Date of Hire: 08/10/2017

Staff # 18 Met

Date of Hire: 09/06/2018

Staff # 19 Met

Date of Hire: 02/04/2019

Staff # 20 Met

Date of Hire: 10/02/2018

Staff # 21 Met

Date of Hire: 02/25/2019

Staff # 22 Met

Date of Hire: 07/22/2016

Staff # 23 Not Met

Date of Hire: 12/17/2015

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 24 Met

Date of Hire: 08/18/2008

Staff # 25 Met

Date of Hire: 08/06/2013

Staff # 26 Met

Date of Hire: 09/12/2016

Staff # 27 Met

Date of Hire: 01/23/2019

Staff # 28 Met

Date of Hire: 12/12/2016

Staff # 29 Not Met

Date of Hire: 09/10/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 30 Met

Date of Hire: 08/01/2011

Staff # 31

Met

Date of Hire: 08/29/2012

**Staff Credentials Reviewed: 31**

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

**Met**

**Comment**

Director provided five files for employees hired since last visit.

**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-.33 Staff Training**

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of files that three staff members had not completed the health and safety training in a timely manner as required.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 4/18/2019**

**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)**

**Not Met**

**Finding**

591-1-1-.32(4)(b) allows children who turn three years old during the regular school year to remain with two year olds for the remainder of the school year but requires agreement from the older child's Parent(s) for the continued placement. It was determined based on observation and staff statements that in Room 111 two-year-old children were mixed with three-year-old children without parental agreement as required.

**POI (Plan of Improvement)**

The Center will secure parental permission and keep it on file.

**Correction Deadline: 3/19/2019**

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

**Met**

**Comment**

Adequate supervision observed on this date.