



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: 9/25/2017 **VisitType:** Licensing Study

Arrival: 10:10 AM

Departure: 12:50 PM

CCLC-1912

Saint Francis Xavier Preschool

1121 Union Street Brunswick, GA 31520 Glynn County
 (912) 265-9470 xavier1900@gmail.com

Mailing Address
 1121 Union Street
 Brunswick, GA

Regional Consultant

Brandon Cason

Phone: (877) 372-3909

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carrie.spangler@decal.ga.gov

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.
09/25/2017	Licensing Study	Good Standing	
01/19/2017	Monitoring Visit	Good Standing	
08/16/2016	Licensing Study	Good Standing	
			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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
1	Room 15-AS		0	0	C	18	C	NA	NA	Not In Use
1	Room 1-Pre-K		0	0	C	15	C	NA	NA	Not In Use
1	Room 2-AS		0	0	C	28	C	NA	NA	Not In Use
1	Room 3-AS		0	0	C	28	C	NA	NA	Not In Use
1	Room 4-3yrs	Three Year Olds and Four Year Olds	2	8	C	19	C	NA	NA	Outside
1	Room 5-2/12 yrs	PreK	2	16	C	19	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 127			Total Capacity @25 sq. ft.: 0							
2	Parrish Hall rm		0	0	C	12	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 139			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
2	Plygrd - presch	132	C
2	Plygrd-AS	23	C

Comments

This was the first visit of the fiscal year. The consultant left a one-day-letter for two staff members. The facility provides care for after school children during the school year.

Plan of Improvement: Developed This Date 09/25/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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.

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)

Terrence Mermann, Program Official

Date

Brandon Cason, 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

Sanitizing of the toys was discussed with the staff members on this date.

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 3

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

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 on this date through the consultant's observation that the following information was missing from the children's records:

*In two of four records reviewed, the work address for one of two parents was missing

*In one of four records reviewed, the work address was missing for two of two parents

*In one of four records reviewed, the work phone number was missing for two of two parents

POI (Plan of Improvement)

Center staff will obtain the missing information.

Correction Deadline: 9/25/2017

Facility

591-1-1-.06 Bathrooms

Met

Comment

Observation-Clean and Well Maintained

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

Met

Comment

Licensed Capacity Routinely Met

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

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined on this through the consultant's observation that four bottles of Clorox Disinfecting Wipers were in an unlocked cabinet under the hand washing sink in the Pre-K room and a bottle of Clorox Disinfecting Wipes was on a shelf by the teacher's desk accessible to the children in care.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 9/25/2017

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined on this through the consultant's observation that an outlet under the television in the three and four-year-old room and an outlet under the dry erase board were uncovered.

POI (Plan of Improvement)

The Center will cover all outlets.

Correction Deadline: 9/25/2017

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

Technical Assistance

Technical Assistance

The consultant and director discussed cutting the grass due to the grass measuring 18 inches by the back fence. The facility was closed for a week due to Hurricane Irma and the lawn workers were not able to cut the grass before this date.

Correction Deadline: 9/25/2017

Food Service

591-1-1-.18 Kitchen Operations

N/A

Comment

The children bring their lunches from home. The facility does not provide meals to the children.

Correction Deadline: 9/25/2017

Health and Hygiene

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

N/A

Comment

No diapering children enrolled

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

Met

Comment

Observed-Staff Remind Children Wash Hand

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

N/A

Comment

The director stated that as of this date that no medication was being dispensed.

Safety

591-1-1-.05 Animals

N/A

Comment

No Animals Kept

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

Met

Comment

Observed-Discussion/Redirection

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

N/A

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR)

N/A

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats; disinfecting discussed

Staff Records

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined on this date through the consultant's observation that two employees did not have a satisfactory records check determination before they were present at the Center.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 9/25/2017

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined on this date through the consultant's observation that five employees hired longer than 90 days did not have CPR training.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/25/2017

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined on this date through the consultant's observation that an employee did not have a personnel file available on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 9/30/2017

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined on this date through the consultant's observation that four staff members did not complete the required ten hours of training for the calendar year of 2016.

POI (Plan of Improvement)

The staff members completed their training for the calendar year of 2017. The staff members will obtain the required ten hours of training on an annual basis.

Correction Deadline: 12/31/2017

Recited on 9/25/2017

591-1-1-.31 Staff(CR)

Met

Comment

The consultant and director discussed that this rule prohibits Center Staff from committing any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Center and requires Center staff to comply with all applicable laws and regulations.

Correction Deadline: 9/25/2017

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision