



**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:** 8/16/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:30 AM **Departure:** 5:30 PM

**CCLC-2023**

**Wesley Academy of Early Learning**

6520 Frederica Road St. Simons, GA 31522 Glynn County  
 (912) 638-5072 nikki@wesleyssi.org

**Mailing Address**

6520 Frederica Road  
 Saint Simons Island, GA 31522

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452

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jerica.davis@decal.ga.gov

Joint with: Chrissy Miller

**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.  <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.
08/16/2019	Complaint Investigation & Licensing Study	Good Standing	
08/16/2019	Complaint Closure	Good Standing	
05/07/2019	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	K-cafeteria		0	0	C	17	C	NA	NA	
Main	Room 1	Infants	1	5	C	10	C	NA	NA	Nap
Main	Room 10	One Year Olds	1	6	C	9	C	NA	NA	Nap
Main	Room 11	One Year Olds	1	7	C	10	C	NA	NA	Nap
Main	Room 2	Infants	2	3	C	12	C	NA	NA	Nap
Main	Room 3	Three Year Olds and Four Year Olds	1	9	C	10	C	NA	NA	Transitioning, Centers, Clean Up
Main	Room 4	Three Year Olds and Four Year Olds	2	8	C	9	C	NA	NA	Centers
Main	Room 5	Two Year Olds	1	8	C	10	C	NA	NA	Lunch
Main	Room 6	Two Year Olds	2	10	C	12	C	NA	NA	Lunch
Main	Room 7	Two Year Olds	2	12	C	14	C	NA	NA	Transitioning, Lunch
Main	Room 8A-Right End	Two Year Olds and Three Year Olds	1	10	C	14	C	NA	NA	Lunch
Main	Room 8B-Left End	Two Year Olds and Three Year Olds	2	11	C	16	C	NA	NA	Transitioning, Lunch
Main	Room 9	Three Year Olds	1	10	C	16	C	NA	NA	Transitioning, Lunch
Main	Room M -Pre-K		0	0	C	15	C	NA	NA	

	Total Capacity @35 sq. ft.: 174	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 99	Total Capacity @35 sq. ft.: 174	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playgrd-cement	49	C
Main	Plygrd-3s/4s	36	C
Main	Plygrd-sch age	100	C
Main	Plygrd-toddler	34	C

#### **Comments**

The purpose of today's visit is to conduct a licensing study.

The center does not provide transportation, field trips, swimming activities, or administer medications.

The center is currently participating in the Quality Rated program and has earned a rating of two stars.

Plan of Improvement: Developed This Date 08/16/2019

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/RuleAndRegulations.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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Nikki Browning, Program Official

Date

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Jerica Davis, Consultant

Date

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Chrissy Miller, Consultant

Date



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### Findings Report

**Date:** 8/16/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:30 AM **Departure:** 5:30 PM

#### CCLC-2023

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The following information is associated with a Licensing Study Visit:

#### 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: 8

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met

**Comment**

Children's records were observed to be complete and well organized.

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the Consultant's review of arrival and departure records that 61 out of 99 children were signed in to the center upon their arrival.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required and will ensure the documentation includes all of the required information. The director went to every classroom during the visit and confirmed who was present and informed the staff on the importance of making sure that all children are signed in.

**Correction Deadline: 8/16/2019**

<b>Facility</b>
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## 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)

Not Met

**Comment**

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

**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 based on the Consultant's observation that the following hazards were within reach of children that had "Keep out of reach of children" on the label accessible to children:

- Elemer's spray adhesive on the second shelf, in a cabinet in classroom four.
- Nail polish remover on the second shelf, in a cabinet in classroom four.
- Polycrylic protective finish on the second shelf, in a cabinet in classroom four.
- Essential oil bottle on a low table, in the back of classroom four.
- A staff's purse in an unsecured, bottom drawer in classroom nine.

**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: 8/16/2019**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on the Consultant's observation that the rubber baseboard on both sides of the bathroom in classroom nine were separated from the wall and in need of repair.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 8/16/2019**

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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 the Consultant's observation that the following fencing hazards were present:

- A seven inch gap was present at the base of the fence on the left side of the first playground posing an entrapment hazard.
- A six inch gap on the right side of the middle playground along the top of fence was in need of repair.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and will repair any hazards. The Center director stated the fence is in the process of being repaired.

**Correction Deadline: 8/23/2019**

**Technical Assistance**

591-1-1-.26(6) - Please check all equipment regularly to ensure that there are no missing parts. Please inspect each tricycle to ensure it has two handle grips and two pedals.

**Correction Deadline: 8/26/2019**

**Technical Assistance**

591-1-1-.26(9) - requires the playground to be kept clean, free from litter and free of hazards. The center director stated that the hose will be discarded by Monday.

**Correction Deadline: 8/16/2019**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(2) - requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. Please obtain all infant feeding plans as required.

**Correction Deadline: 8/16/2019**

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**Health and Hygiene**

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

Proper diapering procedures observed.

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

Please ensure lids remain on trash containing organic waste.

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Technical Assistance**

Please ensure to add information to the center's policies and procedures concerning the use of diffusers and essential oils in the classrooms.

**Correction Deadline: 8/21/2019****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on the Consultant's review of the center's Fire/Tornado/Emergency Preparedness documentation form, that the center has not conducted a tornado drill since November of 2018 or a lock down drill since October of 2018 where drills are required to be conducted every 6 months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years. Please also indicate on the form when the fire extinguisher is checked.

**Correction Deadline: 8/21/2019**

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**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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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-.13 Field Trips(CR)****Not Evaluated****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Not Evaluated****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Correction Deadline: 5/7/2019****Corrected on 8/16/2019**

.30(2) - Consultant observed this to be corrected on this date.

**Technical Assistance**

591-1-1-.30(2)(c) - requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. Please ensure that all infants have a safety-approved crib to sleep in as required.

**Correction Deadline: 8/16/2019**

<b>Staff Records</b>
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**Records Reviewed: 11**

**Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 06/01/2015	
Staff # 2	Not Met
Date of Hire: 01/04/2019	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 11/22/2005	
Staff # 4	Met
Date of Hire: 08/09/2012	
Staff # 5	Not Met
Date of Hire: 05/24/2016	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 6	Not Met
Date of Hire: 11/29/2017	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training - 10 hrs.,.33(3)-Health & Safety Certificate	
Staff # 7	Met
Date of Hire: 08/05/2019	
Staff # 8	Met
Date of Hire: 08/01/2002	
Staff # 9	Met
Date of Hire: 08/01/2012	
Staff # 10	Met
Date of Hire: 06/01/2015	



Staff # 11

Met

Date of Hire: 08/25/2016

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three files for employees hired since last visit.

**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 based on a review of records that two staff members did not have evidence of completing CPR and first aid training within the first 90 days of employment as required.

**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: 9/15/2019****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 a review of records that three staff members hired in November of 2018 and January and April of 2019 did not have evidence of completing health and safety training within the first 90 days of employment 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: 9/15/2019****Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that two staff members did not have evidence of completing four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children within the first year of being hired as required.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 9/15/2019**

**Technical Assistance**

Please ensure that 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.

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

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**591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Technical Assistance****Technical Assistance**

591-1-1-.32(4) - requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances.

**Correction Deadline: 8/16/2019**

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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.