



**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:** 2/26/2018    **VisitType:** Licensing Study    **Arrival:** 9:10 AM    **Departure:** 10:45 AM

**CCLC-23655**

**Saint James Early Learning Center**

8412 Whitfield Avenue Savannah, GA 31406 Chatham County  
(912) 629-2430 wharrison@stjamesav.com

**Regional Consultant**

Haley Carwile

Phone: (229) 317-9868

Fax: (229) 317-9865

haley.carwile@decal.ga.gov

**Mailing Address**

8412 Whitefield Avenue  
Savannah, GA 31406

**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.
02/26/2018	Licensing Study	Good Standing	
08/15/2017	Monitoring Visit	Good Standing	
02/06/2017	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	A	One Year Olds and Two Year Olds	2	10	C	18	C	NA	NA	Free Play, Diapering
Main	B	Two Year Olds and Three Year Olds	2	11	C	19	C	NA	NA	Free Play, Breakfast
Main	C	Three Year Olds and Four Year Olds	2	15	C	19	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 36			Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground One	31	C
Main	Sm. Plgr.-Off Rm A	6	C

**Comments**

Plan of Improvement: Developed This Date 02/26/2018

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.al.ga.gov](mailto:CCSRefutations@dec.al.ga.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://dec.al.ga.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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

Wendy L Harrison, Program Official

Date

Haley Carwile, Consultant

Date



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

### Findings Report

**Date:** 2/26/2018    **VisitType:** Licensing Study    **Arrival:** 9:10 AM    **Departure:** 10:45 AM

**CCLC-23655**

**Saint James Early Learning Center**

8412 Whitfield Avenue Savannah, GA 31406 Chatham County  
(912) 629-2430 wharrison@stjamessav.com

**Mailing Address**

8412 Whitefield Avenue  
Savannah, GA 31406

**Regional Consultant**

Haley Carwile

Phone: (229) 317-9868

Fax: (229) 317-9865

haley.carwile@decal.ga.gov

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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.06 Bathrooms**

**Not Met**

**Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that in Room C the vent fan in the two classroom restrooms were not working as required.

**POI (Plan of Improvement)**

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

**Correction Deadline: 3/28/2018**

**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****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 observation that in Room C one of the restrooms in the classroom did not have a working light.

**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: 2/26/2018**

---

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

Playground observed to be clean and in good repair.

<b>Health and Hygiene</b>
---------------------------

---

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

Proper diapering procedures observed.

---

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

Proper hand washing observed throughout the center.

---

**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

Per assistant director, no medication has been administered at the facility.

<b>Safety</b>
---------------

---

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

<b>Sleeping &amp; Resting Equipment</b>
---

**Comment**

Observed correct number of cots/mats and sheets for all enrolled children.

**Staff Records****Records Reviewed: 12****Records with Missing/Incomplete Components: 7**

Staff # 1 Date of Hire: 08/02/2010	Met
Staff # 2 Date of Hire: 08/13/2015 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing	Not Met
Staff # 3 Date of Hire: 06/07/2010	Met
Staff # 4 Date of Hire: 05/15/2017	Met
Staff # 5 Date of Hire: 05/02/2014 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 6 Date of Hire: 10/18/2016 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	Not Met
Staff # 7 Date of Hire: 05/01/2013 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 8 Date of Hire: 03/02/2017 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	Not Met
Staff # 9 Date of Hire: 11/28/2017	Met
Staff # 10 Date of Hire: 07/10/2009	Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 11

Not Met

Date of Hire: 06/12/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 12

Met

Date of Hire: 05/03/2009

**Staff Credentials Reviewed: 12**

---

**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on review of staff files that a substitute that was hired in May 2014 did not have a CRC letter on file as required.

**POI (Plan of Improvement)**

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

**Correction Deadline: 2/26/2018****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 staff files that six staff members had not completed the health and safety training 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: 3/28/2018****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 based on review of staff files that five staff members did not complete ten hours of annual training for 2017 as required.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 3/28/2018**

---

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

Met

**Comment**

Lead teacher educational requirements met.

<b>Staffing and Supervision</b>
---------------------------------

---

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 that in Room C three-year-old children were mixed with two-year-old children without an agreement from the parents as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/26/2018**

---

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

Met

**Comment**

Adequate supervision observed on this date.