



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: 1/22/2018 **VisitType:** Licensing Study **Arrival:** 11:25 AM **Departure:** 1:40 PM

CCLC-2485

Burns Memorial United Methodist Church Presch/ DCC

2372 Lumpkin Road Augusta, GA 30906 Richmond County
 (706) 798-9843 burnspreschool@comcast.net

Regional Consultant

Melyn Smith

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melyn.smith@decal.ga.gov

Mailing Address

2372 Lumpkin Rd.
 Augusta, GA 30906

Quality Rated:

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. 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.
01/22/2018	Licensing Study	Good Standing	
08/16/2017	Monitoring Visit	Good Standing	
02/17/2017	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	1st-Back Left	Two Year Olds	2	8	C	15	C	NA	NA	Nap
Main	1st-Back Right	One Year Olds and Two Year Olds	1	7	C	14	C	NA	NA	Nap
Main	1st-First Right	Infants	2	5	C	8	C	NA	NA	Nap
Main	2nd-1st Right	Three Year Olds and Four Year Olds	1	7	C	11	C	NA	NA	Nap,Lunch
Main	2nd-2nd Right		0	0	C	10	C	NA	NA	
Main	2nd-3rd Right	Three Year Olds and Four Year Olds	2	5	C	11	C	NA	NA	Lunch,Transitioning
Main	2nd-First Left	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	10	C	15	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 84						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 42			Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Playground (Preschool)	282	C
Main	Right Playground (Infant/Toddler)	42	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).



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.

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@decals.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://decals.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.decals.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@decals.ga.gov

Mary Guilfoyle, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 1/22/2018 **VisitType:** Licensing Study **Arrival:** 11:25 AM **Departure:** 1:40 PM

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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**

A variety of equipment and toys were observed throughout the center.

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

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6**Records with Missing/Incomplete Components: 3**

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 5	Met
Child # 6	Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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

Not Met

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, based on review of records, that one of six children's files reviewed was lacking the addresses for the release persons on this date. It was further determined that two of six children's files reviewed was lacking the child's physician name and/or phone number.

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: 1/22/2018

	Facility
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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)

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

Correction Deadline: 8/25/2017

Corrected on 1/22/2018

.26(9) - Previous citation corrected, based on observation, in that the playgrounds were observed to be clean, free of litter, and free of hazards on this date.

	Health and Hygiene
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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

Proper hand washing observed throughout the center.

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

Met

Comment

The director stated that medication is not dispensed at this time.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Met

Comment

Field trip documentation observed to be complete.

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

Pleasant naptime environment observed.

Correction Deadline: 8/16/2017

Corrected on 1/22/2018

.30(4) - Previous citation corrected, based on observation, in that all mats were observed stored without touching any other cots, mats, or bedding on this date.

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 0

Staff # 1 Met
Date of Hire: 05/16/2017

Staff # 2 Met
Date of Hire: 06/05/2017

Staff # 3 Met
Date of Hire: 11/10/2005

Staff # 4 Met
Date of Hire: 03/01/2001

Records Reviewed: 16**Records with Missing/Incomplete Components: 0**

Staff # 5 Date of Hire: 09/21/2006	Met
Staff # 6 Date of Hire: 05/29/2012	Met
Staff # 7 Date of Hire: 01/18/2018	Met
Staff # 8 Date of Hire: 01/25/2017	Met
Staff # 9 Date of Hire: 12/27/2016	Met
Staff # 10 Date of Hire: 08/29/2005	Met
Staff # 11 Date of Hire: 10/01/2000	Met
Staff # 12 Date of Hire: 04/24/2017	Met
Staff # 13 Date of Hire: 04/25/2016	Met
Staff # 14 Date of Hire: 08/22/2016	Met
Staff # 15 Date of Hire: 01/04/2016	Met
Staff # 16 Date of Hire: 09/16/2002	Met

Staff Credentials Reviewed: 16

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete.

Comment

Director provided two files for employees hired since last visit.

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

Correction Deadline: 9/15/2017

Corrected on 1/22/2018

.33(3) - Previous citation corrected, based on review of records, in that all staff had documentation of completing the mandatory Health and Safety Training as required on this date.

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

Met

Comment

The consultant observed Center staff to comply with all applicable laws and regulations on this date.

Correction Deadline: 1/22/2018

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.