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: 8/22/2017 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 12:35 PM

CCLC-26213

Ringgold United Methodist Preschool

7484 Nashville St. Ringgold, GA 30736 Catoosa County
(706) 935-4777 heather@ringgoldumc.org

Mailing Address
PO Box 99
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Regional Consultant

Colleen Covey

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Compliance Zone Designation		
08/22/2017	Licensing Study	Good Standing
01/30/2017	Monitoring Visit	Good Standing
09/28/2016	Licensing Study	Good Standing

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.

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-G7 (1st RT) 133	Three Year Olds and Four Year Olds	1	10	C	12	C	NA	NA	Outside
Main	B-G5 (2nd RT) 132	Two Year Olds	2	10	C	12	C	NA	NA	Centers
Main	C-G8 (1st LF) 131	Three Year Olds	1	9	C	10	C	NA	NA	Outside
Main	D-G6 (2nd LF) 130	Four Year Olds and Five Year Olds	1	9	C	12	C	NA	NA	Centers
Main	E-G4 (3rd LF) 129	Four Year Olds and Five Year Olds	1	8	C	12	C	NA	NA	Centers
Main	F-G9-(Nursery) RT Front	One Year Olds and Two Year Olds	2	9	C	12	C	NA	NA	Free Play
		Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 55		Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	48	C

Comments
Follow up to the previous Monitoring Visit that was conducted on January 30, 2017 was completed on this date.

Discussed the comprehensive criminal record check and the October 1, 2018 deadline with the provider.

New emergency drills form was provided.

Discussed emergency plan requirements.

Plan of Improvement: Developed This Date 08/22/2017

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@decal.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://decal.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)

Heather Burroughs, Program Official Date

Colleen Covey, Consultant Date

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Findings Report

Date: 8/22/2017 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 12:35 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
All furniture was observed to be secure.

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment
No Swimming Activities Provided

Children's Records

Records Reviewed: 5	**Records with Missing/Incomplete Components: 2**
Child # 1	Met
Child # 2 "Missing/Incomplete Components" .08(1)(b)-Work Address Missing	Not Met
Child # 3	Met
Child # 4	Met
Child # 5 "Missing/Incomplete Components" .08(1)(b)-Work Address Missing	Not Met

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 by a review of children's files that two out of five files did not contain the required information.

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: 8/22/2017

Facility

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

Comment
Secure Cleaning Tools Out of Reach

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

Comment
Licensed Capacity Routinely Met

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

Comment
Observation-Center Clean/Well Maintained

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

Comment
Observation-Clean/Good Repair

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment
Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations **N/A**

Comment
Meals are provided by the church.

Health and Hygiene

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

Comment
Staff Stated Proper Knowledge

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

Comment
Staff stated that handwashing was being completed at the required times.

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

Comment
The Director stated that no medication has been administered since the previous visit was conducted on January 30, 2017.

Policies and Procedures

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

Finding
591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined by a review of files that the emergency plans were not updated to include all the required information.

POI (Plan of Improvement)
The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 8/27/2017

Safety

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

Comment
No Animals Kept

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

Comment
Observed-Positive Learning Environment

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
The center does not serve infants.

Staff Records

Records Reviewed: 10 **Records with Missing/Incomplete Components: 8**

Staff # 1 Not Met
Date of Hire: 08/14/2006

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 2 Not Met
Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.33(3)(a)-1st Yr. Training 4 Hrs. Missing,.33(3)-1st Yr. Training - 10 hrs.

Staff # 3 Not Met
Date of Hire: 08/01/2013

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 4 Not Met
Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 5 Not Met
Date of Hire: 08/10/2015

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 6 Not Met
Date of Hire: 08/11/2018

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 7 Not Met
Date of Hire: 01/20/2017

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 8 Not Met
Date of Hire: 01/12/2017

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 9 Met
Date of Hire: 10/17/2016

Staff # 10 Met

Records Reviewed: 10 **Records with Missing/Incomplete Components: 8**

Date of Hire: 08/14/2017

Staff Credentials Reviewed: 10

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

Comment
Criminal Records Check complete for all ten staff employed on this date. Two new employees were added since the previous visit on January 30, 2017.

591-1-1-.14 First Aid & CPR **Met**

Comment
Observed-50% Certified First Aid & 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 by a review of staff files that eight staff members employed prior to September 30, 2016 did not complete the 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: 9/21/2017

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 by a review of staff files that the Director did not complete the required ten hours of training for the 2016 year.

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: 9/21/2017

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

Comment
Consultant observed staff comply with applicable laws and regulations on this date.

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