



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: 6/18/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:15 PM

CCLC-2984

Clarkston First Baptist Academy

4007 Church Street Clarkston, GA 30021 DeKalb County
 (404) 292-5636 academy@clarkstonfbc.org

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

Mailing Address

Same

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.
06/18/2019	Licensing Study	Good Standing	
12/18/2018	Monitoring Visit	Good Standing	
03/15/2018	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	101	Three Year Olds	2	9	C	11	C	NA	NA	Free Play
Main	102/103	Four Year Olds and Five Year Olds	1	14	C	20	C	NA	NA	Transitioning
Main	104	Two Year Olds and Three Year Olds	2	5	C	9	C	NA	NA	Centers
Main	105	One Year Olds and Two Year Olds	2	7	C	9	C	NA	NA	Centers
Main	106/107	One Year Olds	3	12	C	14	C	NA	NA	Diapering, Lunch, Transitioning
Main	108	Infants and One Year Olds	2	6	C	7	C	NA	NA	Nap, Free Play
Main	Dining room		0	0	C	23	C	NA	NA	Not In Use
Main	Gym Galley		0	0	C	27	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 102

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Playground Limitations

Total # Children this Date: 53

Total Capacity @35 sq. ft.: 102

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left side	34	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on December 18, 2018. The consultant left a Vehicle Agreement Form and a Vehicle Medical Form for the after school children. The consultant also emailed the Emergency Preparedness Plan to the director on this date.

The consultant discussed Exemption rules to the Assistant Director and the Director on this date. The program has an Exemption Certificate for Summer Camp - Category 8 Exemption # 44039 that operates from 7:00-6:00pm.

Plan of Improvement: Developed This Date 06/18/2019

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.

- 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.decal.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@decal.ga.gov

Tiffany Ansong, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 6/18/2019 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Great summer lesson plans planned for the children.

Correction Deadline: 6/18/2019

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: 5

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

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

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure that the parent's work number is completed on the children's enrollment form.

Correction Deadline: 6/18/2019

Facility

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

Bathrooms observed to be 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)**Technical Assistance****Technical Assistance**

591-1-1-.25 - Please ensure that latches on the cabinets underneath the adult sink are secured and locked in Room 101.

Correction Deadline: 12/18/2018

Corrected on 6/18/2019

.25(13) - The previous citation has been corrected on this date. The consultant observed the broom and dust pans beside the trash can to be removed in Classrooms 103, 104, and 101. The consultant also did not observe plastic trash bags that had soiled clothing in them in Classroom 101.

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

Playground observed to be clean and in good repair.

Correction Deadline: 12/28/2018

Corrected on 6/18/2019

.26(8) - The previous citation has been corrected on this date. The consultant observed the surface on the playground to have adequate resilient surface around the large play equipment and high traffic area on this date.

Food Service

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

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized. Please make sure that the thermometers are in the refrigerator and in the freezer to monitor the temperature.

Health and Hygiene

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

Proper diapering procedures observed in Room 106/107.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication as of this date.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Great job completed fire drills and other emergency drills.

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices. Please ensure that the current license certificate is posted in the parent's entrance.

591-1-1-.29 Required Reporting**Met****Comment**

Discussed reporting requirements.

Safety

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

Center does not keep animals on premises.

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

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

591-1-1-.13 Field Trips(CR)	N/A
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Comment

Center does not participate in field trips at this time for the after school program.

591-1-1-.36 Transportation(CR)	Not Met
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Comment

Complete documentation of transportation observed for the after school children. The consultant discussed the children's emergency vehicle form and the vehicle agreement form for the after school children.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that the after school driver hired on March 2, 2016 did not have evidence of current transportation training.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 6/28/2019

Sleeping & Resting Equipment

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Correction Deadline: 12/18/2018

Corrected on 6/18/2019

.30(1)(a)2 - The previous citation has been corrected on this date. The consultant did not observe a three and one half-inch gap between the mattress and the last crib to the far left of the room in Classroom 106/107.

Staff Records

Records Reviewed: 23

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 04/23/2019	

Staff # 2	Met
Date of Hire: 09/17/2017	

Staff # 3	Met
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Date of Hire: 06/03/2019

Staff # 4 Met

Date of Hire: 11/15/2018

Staff # 5 Not Met

Date of Hire: 11/12/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 6 Met

Date of Hire: 02/14/2019

Staff # 7 Met

Date of Hire: 04/24/2019

Staff # 8 Met

Date of Hire: 10/23/2017

Staff # 9 Met

Date of Hire: 10/16/2017

Staff # 10 Met

Date of Hire: 12/10/2018

Staff # 11 Met

Date of Hire: 10/01/2018

Staff # 12 Met

Date of Hire: 05/20/2019

Staff # 13 Met

Date of Hire: 01/15/2019

Staff # 14 Met

Date of Hire: 01/16/2019

Staff # 15 Met

Date of Hire: 08/27/2018

Staff # 16 Not Met

Date of Hire: 03/02/2016

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Records Reviewed: 23**Records with Missing/Incomplete Components: 3**

Staff # 17 Date of Hire: 09/27/2016	Met
Staff # 18 Date of Hire: 06/01/2017 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 19 Date of Hire: 09/24/2018	Met
Staff # 20 Date of Hire: 06/04/2018	Met
Staff # 21 Date of Hire: 04/22/2019	Met
Staff # 22 Date of Hire: 11/11/2017	Met
Staff # 23 Date of Hire: 06/03/2019	Met

Staff Credentials Reviewed: 23

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Comment**

Criminal record checks were observed to be complete. Great job on completing the portability request for the staff.

Comment

Director provided 13 files for employees hired since last visit.

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

Evidence observed of 100% of center staff certified in First Aid and CPR. Great job!

591-1-1-.33 Staff Training**Not Met****Comment**

Documentation observed of required staff training. Great job!

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 two staff members hired on June 1, 2017 and November 12, 2018, did not complete the health and safety orientation training within the first 90 days of employment.

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: 7/18/2019

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Comment

Please ensure that any directors and cooks complete the four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 7/18/2019

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 12/18/2018

Corrected on 6/18/2019

.32(4)(a) - The previous citation has been corrected on this date. The consultant observed correct three-year-old ratios in Classroom 101.

591-1-1-.32 Supervision(CR)**Met****Comment**

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