



**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:** 9/12/2019 **VisitType:** Licensing Study **Arrival:** 9:15 AM **Departure:** 1:55 PM

**CCLC-3122**

**Urban Christian Academy & Day Care**

4560 A.C.L. Boulevard Savannah, GA 31405 Chatham County  
 (912) 234-4710 urbanca@bellsouth.net

**Mailing Address**

4560 A.C.L. Boulevard  
 Savannah, GA 31405

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

Fax: (866) 359-7490

kesha.mcneal@dec.al.ga.gov

Joint with: Chrissy Miller

**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.
09/12/2019	Licensing Study	Good Standing	
01/30/2019	Monitoring Visit	Good Standing	
07/19/2018	Complaint Closure	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	1	Four Year Olds	1	2	C	34	C	NA	NA	Centers, Transitioning
Main	2	Two Year Olds	2	12	C	34	C	NA	NA	Outside, Art, Transitioning
Main	3	Three Year Olds	2	11	C	33	C	NA	NA	Centers, Transitioning, Outside
Main	4	Infants and One Year Olds	1	6	C	34	C	NA	NA	Floor Play, Transitioning, Diapering
Main	5 (Library)		0	0	C	22	C	NA	NA	
Total Capacity @35 sq. ft.: 157			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 157			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Criminal record checks were observed to be complete.

Director provided one file(s) for employees hired since last visit.

The center does not participate in field trips, transportation, swimming and medication.

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)

Date \_\_\_\_\_

Date \_\_\_\_\_

Date



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### Findings Report

**Date:** 9/12/2019 **VisitType:** Licensing Study

**Arrival:** 9:15 AM

**Departure:** 1:55 PM

#### CCLC-3122

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Technical Assistance

##### Technical Assistance

591-1-1-.03(2) - Please ensure the center has current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas.

**Correction Deadline: 9/12/2019**

#### 591-1-1-.12 Equipment & Toys(CR)

Not Met

##### Comment

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

##### Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on the consultant's observation that the red fire house located in the back of the classroom one had the a section of shading located on the right side that was not attached. It was further determined based on the consultant's observation that the yellow soft foam seat in classroom two had a tear located on the middle section of the seat accessible to children. It was further determined based on the consultant's observation that red shelf located in the manipulative center of classroom two had a rough edge located on the bottom right side of the shelf accessible to children. It was further determined based on the consultant's observation that the Angels tricycle was missing the protective caps on the tricycle in classroom two.

##### POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 9/12/2019**

#### 591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

##### Comment

Center does not provide swimming activities.

### Children's Records

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Name of both parents	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Name of both parents,.08(3)-Address of Release Person Missing	

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

**Not Met**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**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 the consultant's review that the following items were missing from children's records:

\*Two of five children records reviewed were missing the names of both parents

\* Three of five children records reviewed were missing the addresses of the person(s) to whom the child may be released to.

\* Two of five children records reviewed were missing the and home and work addresses.

**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: 9/12/2019**

**Correction Deadline: 9/12/2019**

**Corrected on 9/12/2019**

**.08(6) - Previous citation observed corrected on this date.**

Facility	
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<b>591-1-1-.06 Bathrooms</b>	<b>Met</b>
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**Comment**

Bathrooms observed to be clean and well maintained.

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Technical Assistance</b>
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**Comment**

No hazards observed accessible to children on this date.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children in that the cord to the air conditioner unit in classroom one was accessible to children.

**Technical Assistance**

591-1-1-.25(3) - Please ensure that the center and surrounding premises is kept clean, free of debris and in good repair in that the wall of the front right stall in the bathroom had chipping paint on the bottom section of the wall next to the toilet.

**Correction Deadline: 9/12/2019**

**Technical Assistance**

591-1-1-.25(8) - Please ensure that protective caps are on all unused electrical outlets within children's reach in classroom one in front of the mats.

**Correction Deadline: 9/12/2019**

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Not Met</b>
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**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 fencing located on the front left side and middle section behind the little tikes house and little tikes log cabin was measuring approximately thirty- nine inches due to the pile of resilient materials.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The center will add additional fencing to the areas that are not four feet tall.

**Correction Deadline: 9/26/2019**

**Recited on 9/12/2019**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation that the red climber and the sliver climber located on the back right section of the playground had chipping paint. It was further determined based on the consultant's observation that the red ladder to the yellow slide/tunnel located on the left hand side had chipping paint on the ladder accessible to children in care. It was further determined based on the consultant's review that the first and third from left swings located on the back of the playground did not have the protective covering fully covering the swing which caused exposed hooks with rust accessible to children.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 9/12/2019**

**Recited on 9/12/2019**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on the consultant's observation that the wooden border located in front of the log cabin had spots of splintering and the boards were weathered. It was further determined based on the consultant's observation that third and fifth section of the wooden border in front of the back swing set had sports of splintering and boards weathered. It was further determined based on the consultant's observation that the red circle climbing structure had a board located behind the structure had spots of splintering. It was further determined based on the consultant's review that there was a large active ant bed located on the back right side of the playground near the fence.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 9/12/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Met**

**Comment**

Center menu meets USDA guidelines.

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

**Met**

**Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on the consultant's observation that a child arrived for care in classroom three and did not wash their hands with liquid soap and warm running water as required.

**POI (Plan of Improvement)**

The Center will train Staff on required hand washing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 9/12/2019****Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on the consultant's observation that a staff member in classroom four did not wash their hands with liquid soap and warm running water after handling bodily fluids by wiping a child's nose.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 9/12/2019**

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(3) - Please ensure that the center conducts other emergency situation drills every six months including review emergency plan procedures. .

**Correction Deadline: 9/17/2019**

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

**Comment**

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



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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position.

**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.

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<b>Staff Records</b>
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**Records Reviewed: 9****Records with Missing/Incomplete Components: 1**

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Staff # 1	Met
Date of Hire: 08/24/1995	
Staff # 2	Met
Date of Hire: 04/12/1993	
Staff # 3	Met
Date of Hire: 04/12/1993	
Staff # 4	Met
Date of Hire: 01/03/2017	
Staff # 5	Met
Date of Hire: 10/01/2018	
Staff # 6	Met
Date of Hire: 03/12/1990	
Staff # 7	Not Met
Date of Hire: 02/20/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 09/24/1985	

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided one file(s) for employees hired since last visit.

**Correction Deadline: 1/30/2019**

**Corrected on 9/12/2019**

**.09(1)(a) - Previous citation observed corrected in that all current staff had submitted both an application and fingerprints as required.**

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

**Not Met**

**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**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 the consultant's review that a staff member providing direct care did not obtain certification in first aid and CPR within 90 days of their hire date in that the staff member did not complete hands on skill practice 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: 10/12/2019**

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**591-1-1-.24 Personnel Records**

**Met**

**Correction Deadline: 2/4/2019**

**Corrected on 9/12/2019**

**.24(1) - Previous citation observed corrected on this date.**

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

**Not Met**

**Comment**

Documentation observed of required staff training.

**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 the consultant's review that a staff member hired on February 20, 2019 did not complete health and safety 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: 10/12/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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**

Adequate supervision observed on this date.