



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: 3/5/2020 **VisitType:** Monitoring Visit **Arrival:** 10:20 AM **Departure:** 1:35 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

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@dec.al.ga.gov

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
03/05/2020	Monitoring Visit	Good Standing	
09/12/2019	Licensing Study	Good Standing	
01/30/2019	Monitoring Visit	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		0	0	C	34	C	NA	NA	
Main	2	Two Year Olds	1	9	C	34	C	NA	NA	Centers
Main	3	Three Year Olds and Four Year Olds and Five Year Olds	2	15	C	33	C	NA	NA	Homework, Centers
Main	4	Infants and One Year Olds	3	11	C	34	C	NA	NA	Floor Play
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: 35			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	One	136	C

Comments

This is the second regulatory visit of the fiscal year.

The center does not currently dispense medication, provide routine transportation, field trips, or swimming activities.

Plan of Improvement: Developed This Date 03/05/2020

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.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

Sandra Gordon, Program Official

Date

Chrissy Miller, 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: 3/5/2020 **VisitType:** Monitoring Visit **Arrival:** 10:20 AM **Departure:** 1:35 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

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@decal.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Correction Deadline: 9/12/2019

Corrected on 3/5/2020

.12(2) - The Consultant observed this rule to be corrected on this date.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Correction Deadline: 9/12/2019

Corrected on 3/5/2020

.08(1) - The Consultant observed this rule to be corrected on this date. Please ensure that all enrolled children have a complete enrollment file and that the file is maintained for one year after the child is no longer enrolled.

Facility

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

Met

Comment

Licensed capacity observed to be routinely met by center.

Technical Assistance

591-1-1-.25(3) - The Consultant discussed with the owner about repairing the section of the roof that is located on the right side of the classroom one and was dripping water due to the rain outside. There were no children present in the classroom throughout the visit.

Correction Deadline: 3/5/2020

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

Playground not observed on this date due to inclement weather.

Defer

591-1-1-.26(4)-This rule will be evaluated at the next regulatory visit due to inclement weather.

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

Defer

591-1-1-.26(6)-This rule will be evaluated at the next regulatory visit due to inclement weather.

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

Defer

591-1-1-.26(9)-This rule will be evaluated at the next regulatory visit due to inclement weather.

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

Health and Hygiene**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.

Correction Deadline: 9/12/2019

Corrected on 3/5/2020

.17(7) - The Consultant observed this rule to be corrected on this date.

Correction Deadline: 9/12/2019

Corrected on 3/5/2020

.17(8) - The Consultant observed this rule to be corrected on this date.

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

The Provider currently does not dispense/administer medication.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Comment**

Discussed SIDS and infant sleeping position.

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on the Consultant's observation that there were two out of three sleeping infants with bibs attached around their necks who were located in classroom four.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 3/5/2020**Finding**

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on the Consultant's observation that there was an infant sleeping for 30 minutes inside of a cradle rocker that was located in classroom four.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 3/5/2020

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on the Consultant's observation that the cots in classroom three that are located in the children's activity area were uncovered and accessible to the children in care. The Consultant observed a child sitting on top of the stacked cots and playing with the activity area near by.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 3/5/2020

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 08/24/1995	
Staff # 2	Not Met
Date of Hire: 03/02/2020	
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing,.24(1)-Evidence of Orientation Missing,.24(1)-10 Yr. Work History Missing	
Staff # 3	Met
Date of Hire: 04/12/1993	
Staff # 4	Met
Date of Hire: 04/12/1993	
Staff # 5	Met
Date of Hire: 01/03/2017	
Staff # 6	Not Met
Date of Hire: 01/28/2020	
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 10/01/2018	
Staff # 8	Met
Date of Hire: 03/12/1990	

Staff # 9

Not Met

Date of Hire: 02/20/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided two file(s) for employees hired since the last regulatory visit.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the Consultant's observation that a volunteer who has been volunteering weekly since January 28, 2020 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center's Director will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center's Director will ensure that the CRC rules are maintained.

Correction Deadline: 3/5/2020**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on the Consultant's review of records and observation that a volunteer did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while children were present for care. The volunteer, who volunteers at the center on a weekly basis, was observed to be present in classrooms two, three, and four providing instructional lessons to the children. Additionally, a staff member who was hired on March 2, 2020, did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. The staff member was observed supervising children and assisting with nap time in classroom four.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center's Director will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center's Director will ensure the CRC rules are maintained.

Correction Deadline: 3/5/2020**591-1-1-.14 First Aid & CPR****Not Met**

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 of staff records, that a staff member who was hired on February 20, 2019, did not obtain certification in First aid and CPR within 90 days of their hire date.

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: 3/20/2020

Recited on 3/5/2020

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the Consultant's review of new staff records, that two out two new staff records were missing their employment history in each file.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 3/10/2020

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

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the Consultant's review of new staff records that two staff members who were hired on February 13, 2020 and March 2, 2020, did not have evidence of receiving initial center orientation prior to the assignment of children.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 3/5/2020

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 of staff records, that a staff member who was hired on February 20, 2019, did not complete health and safety training within the first 90 days of employment 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: 3/20/2020

Recited on 3/5/2020

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.

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

Technical Assistance

Technical Assistance

591-1-1-.32(7) - The Consultant discussed proper supervision and watchful oversight with the staff and the Director on this date.

Correction Deadline: 3/5/2020