



**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:** 3/28/2019    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 2:00 PM

**CCLC-38353**

**Ebenezer UMC Preschool**

2533 Stanton Road SE Conyers, GA 30094 Rockdale County  
(770) 760-7146 ebenezerpreschool@gmail.com

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

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**Mailing Address**

2533 Stanton Road  
Conyers, GA 30094

**Quality Rated:** ★

<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.
03/28/2019	Licensing Study	Good Standing	
12/17/2018	Monitoring Visit	Good Standing	
04/04/2018	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
Single	A/1L/102	Three Year Olds and Four Year Olds	2	10	C	16	C	NA	NA	Music
Single	B/2L	One Year Olds	1	4	C	16	C	NA	NA	Centers
Single	C/1R/103		0	0	C	16	C	NA	NA	Not In Use
Single	D/2R/103	Two Year Olds	2	9	C	16	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.:			64			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 23			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Single	PG A/Front Lower	14	C
Single	PG B/Back Upper	39	C

**Comments**

Plan of Improvement: Developed This Date 03/28/2019

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/RulesAndRegulations.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)

Melissa Boone, Program Official

Date

Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 3/28/2019    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 2:00 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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Home Address Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 4

Not Met

"Missing/Incomplete Components"

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

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

**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 a review of five children files that five files were incomplete. One file was missing the home address of a parent. Two files were missing the work address of a parent. Four files were missing the work number of a parent. Four files were missing the address of release person.

**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: 4/5/2019**

**Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of five children files that one file was missing parental authorization for emergency medical.

**POI (Plan of Improvement)**

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

**Correction Deadline: 3/28/2019**

**Facility**

**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**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

**Not Met**

**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 observation that the swing chains on the three and four year old playground were rusted.

**POI (Plan of Improvement)**

The Center will purchase new swing chains, spray paint the current swing chains or cover the swings with a rubber covering that can be purchased.

**Correction Deadline: 4/5/2019**

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

591-1-1-.15(1) - The updated USDA milk guidelines: Unflavored whole milk must be served to one year olds. Unflavored low-fat or fat-free milk must be served to children two through five years old. Flavored fat-free milk must be served to children six years old and older. The consultant provided updated Child/Adult Meal pattern flyer.

**Correction Deadline: 3/28/2019**

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**591-1-1-.18 Kitchen Operations**
**Technical Assistance**
**Comment**

Kitchen appears clean and well organized.

**Technical Assistance**

591-1-1-.18(9) - The center uses a shared kitchen space with the church. The center will ensure that all cleaning materials are stored separately from food and condiments.

**Correction Deadline: 3/28/2019**

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

Hand washing requirements for diapering were discussed with the director on this date.

**Comment**

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed/discussed throughout the center.

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**591-1-1-.20 Medications(CR)**
**Technical Assistance**
**Technical Assistance**

591-1-1-.20(1) - Discussed proper medication documentation and procedures. Provided the center the correct form for dispensing asthma medication.

**Correction Deadline: 3/28/2019**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)**
**Met**
**Comment**

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

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

N/A

**Comment**

Center does not participate in field trips at this time.

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

N/A

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Met

**Comment**

The center does not provide care for infants. All cots were labeled for individual use.

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**Staff Records**

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**Records Reviewed: 7****Records with Missing/Incomplete Components: 4**

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Staff # 1

Met

Date of Hire: 10/22/2018

Staff # 2

Not Met

Date of Hire: 07/09/2018

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 3

Not Met

Date of Hire: 08/02/2010

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 4

Not Met

Date of Hire: 08/02/2010

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 08/28/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 6

Met

Date of Hire: 10/22/2018

Staff # 7

Met

Date of Hire: 06/04/2018

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**Staff Credentials Reviewed: 7**

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**Comment**

Criminal record checks were observed to be complete.

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**591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

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

**Correction Deadline: 1/16/2019**

**Corrected on 3/28/2019**

**.14(2) - Previous citation corrected.**

**Technical Assistance**

591-1-1-.14(2) - Please know that online only First Aid and CPR training do not meet requirements and cannot be accepted. First Aid and CPR training may incorporate online portions of the training, but there should also be a hands-on portion for it to meet requirements.

**Correction Deadline: 4/27/2019**

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**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 based on a review of staff files that staff #5 did not have evidence of completing health and safety orientation training.

**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: 6/30/2019**

**Recited on 3/28/2019**

**Comment**

591-1-1-.33(4) Please ensure that new hires obtain ten clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. This training must be completed within one year for the staff hire date.

**Correction Deadline: 4/27/2019**

**Finding**

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of staff files the cook did not have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 4/27/2019**

**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 based on review of staff files that staff #4 did not have ten hours of annual training for 2018.

**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: 12/31/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.