



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: 3/11/2019 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 3:00 PM

CCLC-47210

First Baptist Preschool

729 Ocean Boulevard St. Simons, GA 31522 Glynn County
 (912) 634-1454 preschool@fbcssi.org

Regional Consultant

Jerica Davis

Phone: (478) 314-9452
 Fax: (478) 314-9443
 jerica.davis@dec.al.gov

Mailing Address

729 Ocean Boulevard
 St. Simons Island, GA 31522

Quality Rated: ★ ★ ★

Compliance Zone Designation		
03/11/2019	Monitoring Visit	Good Standing
09/19/2018	Licensing Study	Good Standing
05/03/2018	Initial 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	Infants	2	3	C	8	C	NA	NA	Floor Play
Main	B	Infants and One Year Olds	2	3	C	9	C	NA	NA	Floor Play
Main	C	One Year Olds	2	7	C	17	C	NA	NA	Outside
Main	D	Two Year Olds	2	7	C	11	C	NA	NA	Outside,Centers
Main	E	Three Year Olds	3	8	C	11	C	NA	NA	Centers
Main	F	Three Year Olds	2	8	C	11	C	NA	NA	Outside
Main	G	Four Year Olds	2	11	C	11	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 75						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 47			Total Capacity @35 sq. ft.: 75			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	26	C

Comments

The purpose of today's visit is to conduct a monitoring visit.

The center does not provide transportation, field trips, swimming activities, or administer medications.

Plan of Improvement: Developed This Date 03/11/2019

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.

- 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

Alicia Shell, Program Official

Date

Jerica Davis, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

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)

Met

Comment

Center does not provide swimming activities.

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)

Technical Assistance

Technical Assistance

Please ensure infant swing cords are secure to prevent tripping and falling hazards.

Correction Deadline: 3/11/2019

Technical Assistance

Please ensure that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. Please ensure that cabinets are locked that contain potentially hazardous items such as staff purses.

Correction Deadline: 3/11/2019

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

Met

Comment

Playground observed to be clean and in good repair.

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>

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Technical Assistance

Comment

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

Technical Assistance

Please ensure that Personnel, to the extent possible, keep children clean, dry and comfortable. Please ensure to clean mucus off of the children's faces promptly.

Correction Deadline: 3/11/2019

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

Met

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Technical Assistance

Please ensure that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 3/11/2019

Staff Records

Records Reviewed: 27
Records with Missing/Incomplete Components: 26

Staff # 1	Met
Date of Hire: 08/09/2018	
Staff # 2	Not Met
Date of Hire: 03/03/2019	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 3	Not Met
Date of Hire: 01/28/2019	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 4	Not Met
Date of Hire: 01/24/2019	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 5	Not Met
Date of Hire: 01/26/2019	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 6	Not Met
Date of Hire: 08/09/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 7	Not Met
Date of Hire: 08/17/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 8	Not Met
Date of Hire: 08/08/2018	

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Not Met

Date of Hire: 02/28/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing,.33(3)-Health & Safety Certificate

Staff # 10

Not Met

Date of Hire: 08/09/2018

"Missing/Incomplete Components"

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

Staff # 11

Not Met

Date of Hire: 12/29/2018

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing

Staff # 12

Not Met

Date of Hire: 02/07/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 13

Not Met

Date of Hire: 12/08/2018

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 14

Not Met

Date of Hire: 12/11/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

Date of Hire: 08/09/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 16

Not Met

Date of Hire: 02/27/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17

Not Met

Date of Hire: 12/07/2018

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 18

Not Met

Date of Hire: 02/28/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19

Not Met

Date of Hire: 08/09/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 20

Not Met

Date of Hire: 01/13/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 21

Not Met

Date of Hire: 03/01/2019

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 08/08/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 23

Not Met

Date of Hire: 12/11/2023

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Education Experience Missing

Staff # 24

Not Met

Date of Hire: 12/11/2018

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing

Staff # 25

Not Met

Date of Hire: 01/23/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 26

Not Met

Date of Hire: 08/09/2018

"Missing/Incomplete Components"

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

Staff # 27

Not Met

Date of Hire: 08/08/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 27

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

Technical Assistance

Comment

Director provided fifteen files for employees hired since last visit.

Technical Assistance

Please ensure that every Provisional Employee requests child abuse and neglect registry information and criminal history documents from any U.S. state, territory or tribal land other than Georgia in which they have resided in the preceding five years and submit such documents to the Department in a timely manner. Failure to request out-of-state information will result in the issuance of an unsatisfactory Comprehensive Records Check Determination.

Correction Deadline: 3/11/2019

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

Met

Correction Deadline: 9/19/2018

Corrected on 3/11/2019

.09(1)(i) - This citation was observed to be corrected on this date.

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

Not Met

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 a review of staff records that four staff members did not complete first aid and CPR training within the first ninety days of employment 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: 4/10/2019

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 a review of records six staff member did not have an application on 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: 4/8/2019

Recited on 3/11/2019

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 a review of records that eighteen staff members did not have evidence of completing orientation on file as required.

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: 4/8/2019

Recited on 3/11/2019

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 eleven staff did not have evidence of completing health and safety orientation training within the first ninety 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: 4/10/2019

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**

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