



**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:** 9/20/2019    **VisitType:** Monitoring Visit    **Arrival:** 11:05 AM    **Departure:** 4:10 PM

**CCLC-49426**

**Tuckston UMC Pre-School**

4175 Lexington Road Athens, GA 30605 Clarke County  
(706) 410-5619 tuckstonpreschool@gmail.com

**Regional Consultant**

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.ga.gov

**Mailing Address**

Same

**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.
09/20/2019	Monitoring Visit	Good Standing	
03/05/2019	Monitoring Visit	Good Standing	
11/08/2018	Initial 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	C/5R- 4 year olds and up		0	0	C	11	C	NA	NA	
Main	D4R- 3's		0	0	C	10	C	NA	NA	
Main	E/3R- 2's and 1's	Two Year Olds	2	7	C	11	C	NA	NA	Free Play
Main	Infant First Right	Infants	2	5	C	6	C	NA	NA	Free Play, Floor Play, Diapering, Feeding
Main	Room 105		0	0	C	11	C	NA	NA	
Main	Room 106		0	0	C	10	C	NA	NA	
Main	Room 110	Two Year Olds	2	5	C	10	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.:			69			Total Capacity @25 sq. ft.: 0				
Total # Children this Date:			17			Total Capacity @35 sq. ft.: 69				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A- All ages	63	C

**Comments**

The purpose for this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on March 5, 2019.

Plan of Improvement: Developed This Date 09/20/2019

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.

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#### 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.

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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)

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Constance Bowen, Program Official

Date

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Kelly Jones, Consultant

Date



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### Findings Report

**Date:** 9/20/2019 **VisitType:** Monitoring Visit **Arrival:** 11:05 AM **Departure:** 4:10 PM

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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)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

#### 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.

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

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

591-1-1-.05 Animals Met

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Comment**

Please ensure that cribs/cots are labeled for individual use.

**Staff Records**

**Records Reviewed: 11**

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

Staff # 1	Met
Date of Hire: 07/09/2019	
Staff # 2	Met
Date of Hire: 08/01/1998	
Staff # 3	Met
Date of Hire: 03/22/2018	
Staff # 4	Not Met
Date of Hire: 07/30/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	

Staff # 5 Not Met  
 Date of Hire: 03/15/2019  
"Missing/Incomplete Components"  
 .31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 6 Met  
 Date of Hire: 08/01/2019

Staff # 7 Met  
 Date of Hire: 07/08/2019

Staff # 8 Met

Staff # 9 Not Met  
 Date of Hire: 08/05/2019  
"Missing/Incomplete Components"  
 .09-Criminal Records Check Missing

Staff # 10 Not Met  
 Date of Hire: 08/30/2018  
"Missing/Incomplete Components"  
 .31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 11 Not Met  
 Date of Hire: 08/01/1990  
"Missing/Incomplete Components"  
 .31(2)(b)2.-Staff Qualifications-Education Missing

**Staff Credentials Reviewed: 11**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**Comment**

Director provided 5 file(s) for employees hired since last 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 a review of records that staff member #10, date of hire documented for July 30, 2019, and staff member #15, date of hire documented for August 5, 2019, did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one-day letter was left on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will comply] 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. 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 will make sure to ensure the CRC rules are maintained.

**Correction Deadline: 9/20/2019**

**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 a review of records that staff member #10, date of hire documented for July 30, 2019, and staff member #15, date of hire documented for August 5, 2019, did not have a current satisfactory Comprehensive Records Check Determination on file prior to being present at the center on this date. A one-day letter was left on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will comply] 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. 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 will make sure to ensure the CRC rules are maintained.

**Correction Deadline: 9/20/2019**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that the center failed to submit a portability request for one staff member #11 most recently issued determination letter. The consultant observed staff member #11 to have a satisfactory comprehensive criminal record check letter dated for February 1, 2019 and a date of documented for March 15, 2019.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will request portability to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 will check to ensure CRC rules are maintained. The director requested portability on this date.

**Correction Deadline: 9/20/2019**

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

Met

Correction Deadline: 4/4/2019

Corrected on 9/20/2019

.14(1) - The previous citation was observed to be corrected on this date. The consultant observed all required staff members to have evidence of a current first aid and CPR training card on file on this date.

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591-1-1-.33 Staff Training

Met

Correction Deadline: 4/4/2019

Corrected on 9/20/2019

.33(3) - The previous citation was observed to be corrected on this date. The consultant observed the previously cited staff members to have evidence of completing the health and safety orientation training on file on this date. .

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

Not Met

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records that staff member #11, date of hire documented for March 15, 2019, did not have a copy and/or written verification of their technical certificate of diploma earned on June 1, 1980 on file.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if found.

Correction Deadline: 9/20/2019

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<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**

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