



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: 9/23/2025 **VisitType:** Licensing Study

Arrival: 10:15 AM **Departure:** 1:45 PM

CCLC-432

St. Stephen's Day School

220 S. Wayne St. Milledgeville, GA 31061 Baldwin County
(478) 452-3417

Regional Consultant

Kajora McCoy

Phone: (678) 239-9361

Fax:

kajora.mccoy@decal.ga.gov

Joint with: April Christian

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
09/23/2025	Licensing Study	Good Standing	
09/25/2024	Licensing Study	Good Standing	
08/29/2023	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
Building 1	Front Entrance Room	GA PreK	2	17	C	26	C	NA	NA	Outside
Building 1	Left Back	GA PreK	2	18	C	20	C	NA	NA	Transitioning
Building 1	Right Room	Three Year Olds	2	13	C	45	C	NA	NA	Transitioning, Story
Total Capacity @35 sq. ft.: 91			Total Capacity @25 sq. ft.: 0							
Building 2	Left	Two Year Olds	2	12	C	17	C	NA	NA	Transitioning, TV
Total Capacity @35 sq. ft.: 17			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 60			Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
0	0	12	27	34	3	0

Comments

The CCS Consultant discussed and left a copy of the updated Child Care Weather Watch Chart with the program today. Weather does not permit outdoor play when there is active precipitation or when weather advisories are in effect. Consult the Child Care Weather Watch Chart resource for further guidance, considering specific weather conditions.

Plan of Improvement: Developed This Date

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.decgal.ga.gov/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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@decgal.ga.gov for more information. Free technical assistance is available!



Summary Report

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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 that lesson plans are current and posted.

Correction Deadline: 9/23/2025

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

Technical Assistance

Technical Assistance

591-1-1-.12(1) - Please ensure that toys that required batteries are in working order.

Correction Deadline: 9/23/2025

Technical Assistance

591-1-1-.12(4) - Please ensure that chairs are not stacked.

Correction Deadline: 9/23/2025

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: 2

Child # 2

Not Met

"Missing/Incomplete Components"

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

Child # 4

Not Met

"Missing/Incomplete Components"

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

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

Not Met

Technical Assistance

591-1-1-.08(1) - Please ensure that parents who list a workplace also list workplace addresses.

Correction Deadline: 9/23/2025

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that tparents did not sign in/out using their first and last names for arrival/departure records.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 9/23/2025

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

Comment

Licensed capacity observed to be routinely met by center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Not Met
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Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following potential hazards were observed:

Front Entrance Room:

- There was a staff bag on a desk near the counter.
- There was a staff bookbag on a table near the entrance.
- There were ziploc bags in the children's cubbies.
- There were wipes and food for the classrooms bearded dragon in an unlocked drawer.
- There were plastic trash bags and gloves in an unlocked drawer next to the Right room entrance.

Left Back:

- There were ziploc bags in the children's cubbies.
- There was a hole puncher, stapler, staple remover, and 2 pairs of adult scissors on a shelf near the tables.
- There was a bottle of Germ-X on a shelf near the tables.
- There were cords accessible near the back of the classroom and under the TV.
- There was a tube of triple antibiotic ointment, Vaseline, and a a tube of Benedryl in a mug.
- There were packs of wipes in a child's cubby.

Right:

- There were 2 pairs of adult scissors on a shelf in the middle of the classroom.
- There was a staff bag next to the sand table.
- There was an unlocked closet with a vacuum.
- There were Mosquito patches, 1tube of Johnson and Johnson lotion, 1 bottle of Saline Wound Wash, 1 bottle of Biotene Spray, and 1 bottle of Benedryl Spray in children's cubbies.
- There were Ziploc bags with sliders and grocery bags in children's cubbies.
- There was a bottle of hand sanitizer on a a shelf next to the sign-in sheet.
- There were Clorox wipes and gloves in the bathroom on a changing table.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 9/23/2025

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that ceiling tiles throughout the center had water damage. It was further determined that there was a ceiling tile with large piece missing creating a hole in the bathroom of the Building 2 Left classroom.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 9/23/2025

591-1-1-.26 Playgrounds(CR)**Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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 observation that there was a 4 and one half inch gap at the bottom of the gate exit on the Left and Right Playground. It was further determined that there was a bolt that measured over two threads at the Right playground gate.

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 train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 9/23/2025

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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Kitchen appears clean and well organized on this date.

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

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

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

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center on this date.

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

Documentation for medication dispensing observed completed on this date.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Animals maintained clean and appropriately caged.

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)

N/A

Comment

Center does not participate in field trips at this time.

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)

Technical Assistance

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.

Technical Assistance

591-1-1-.30(1)(c) - Please ensure that children who are 2-years-old and younger are not allowed to sleep with pillows.

Correction Deadline: 9/23/2025

Staff Records

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

Met

Correction Deadline: 9/23/2025

Corrected on 9/23/2025

.09(1)(c) - This citation was corrected on this date. All staff were observed to have a current and satisfactory records check determination.

Correction Deadline: 9/25/2024

Corrected on 9/23/2025

.09(1)(I)3. - This citation was corrected on this date. The Consultant did not observe any expired records checks.

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

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR(CR)	Met
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Comment

Evidence observed of 100% of center Staff certified in First Aid and CPR containing emergency care for infants and children on this date.

591-1-1-.33 Staff Training	Technical Assistance
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Technical Assistance

591-1-1-.33(1) - Please ensure that employees receive initial orientation before given classroom duties.

Correction Deadline: 9/23/2025

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

Center observed to maintain appropriate staff:child ratios.

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

591-1-1-.32(7) - Please ensure that staff are seated within arms reach of children thirty-six months and younger during any meal.

Correction Deadline: 9/23/2025