



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

Cover Sheet

Date: 9/24/2021 **VisitType:** Licensing Study **Arrival:** 3:00 PM **Departure:** 5:00 PM

CCLC-2231

Oak Grove United Methodist Church Christian School
 1722 Oak Grove Road Decatur, GA 30033 DeKalb County
 (404) 636-5476 nbrooks@ogumc.org

Regional Consultant

Kesha McNeal
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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.
09/24/2021	Licensing Study	Good Standing	
05/14/2021	Monitoring Visit	Good Standing	
10/26/2020	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 Bld	123	One Year Olds	3	10	C	16	C	NA	NA	Lunch
Main Bld	125	One Year Olds and Two Year Olds	3	13	C	16	C	NA	NA	Lunch
Main Bld	127	Two Year Olds	2	13	C	19	C	NA	NA	Lunch
Main Bld	129	Two Year Olds and Three Year Olds	3	15	C	19	C	NA	NA	Lunch
Main Bld	130	Infants	3	6	C	10	C	NA	NA	Floor Play, Feeding, Nap
Main Bld	132	Infants and One Year Olds	3	4	C	10	C	NA	NA	Floor Play
Main Bld	UP 224/4R		0	0	C	11	C	15	C	
Main Bld	UP 226/3R		0	0	C	16	C	23	C	
Main Bld	UP 227/1L	Three Year Olds and Four Year Olds	3	14	C	17	C	24	C	Lunch
Main Bld	UP 228/2R		0	0	C	16	C	NA	NA	
Main Bld	UP 230/1R	Three Year Olds	2	14	C	16	C	22	C	Nap
Main Bld	UP 235		0	0	C	12	C	NA	NA	
Main Bld	UP L Hall 232/1L	PreK	2	20	C	21	C	29	C	Nap
Total Capacity @35 sq. ft.: 199					Total Capacity @25 sq. ft.: 231					
Total # Children this Date: 109					Total Capacity @25 sq. ft.: 231					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An Administrative Review was conducted on September 24, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 29, 2021 with the Director.

On this date the consultant discussed rule changes effective October 1, 2020.

Director provided five file(s) for employees hired since last visit.

Plan of Improvement: Developed This Date 09/24/2021

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/Regulations.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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

Nancy Brooks, Program Official

Date

Kesha McNeal, Consultant

Date



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Findings Report

Date: 9/24/2021 **VisitType:** Licensing Study

Arrival: 3:00 PM

Departure: 5:00 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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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.

Food Service**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

Comment

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 9/24/2021

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing of children and staff was discussed with the director and staff on this date.

Comment

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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)

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

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.

Staff Records

Records Reviewed: 34

Records with Missing/Incomplete Components: 12

Staff # 1

Met

Date of Hire: 05/01/1985

Staff # 2

Met

Date of Hire: 07/02/2018

Staff # 3

Met

Date of Hire: 07/07/1999

Staff # 4

Not Met

Date of Hire: 06/11/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Met

Date of Hire: 09/30/2013

Staff # 6

Met

Date of Hire: 06/12/2017

Staff # 7

Met

Date of Hire: 10/29/2018

Staff # 8

Met

Date of Hire: 07/10/2017

Staff # 9

Met

Date of Hire: 06/07/2021

Staff # 10

Not Met

Date of Hire: 05/31/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 11

Not Met

Date of Hire: 09/06/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 12

Met

Date of Hire: 12/08/2000

Staff # 13

Met

Date of Hire: 08/16/1999

Staff # 14

Met

Date of Hire: 02/11/2000

Staff # 15

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 16	Met
Date of Hire: 08/18/1995	
Staff # 17	Not Met
Date of Hire: 01/04/2013	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 18	Met
Date of Hire: 08/30/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 19	Not Met
Date of Hire: 02/05/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 20	Not Met
Date of Hire: 05/14/2001	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 21	Not Met
Date of Hire: 07/31/2015	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 22	Met
Date of Hire: 07/02/2019	
Staff # 23	Met
Date of Hire: 08/08/2001	
Staff # 24	Met
Date of Hire: 09/13/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 25	Not Met
Date of Hire: 09/05/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 26	Met
Date of Hire: 09/09/2009	

Staff # 27	Met
Date of Hire: 05/17/2021	
Staff # 28	Met
Date of Hire: 01/23/2019	
Staff # 29	Met
Date of Hire: 07/20/2015	
Staff # 30	Met
Date of Hire: 04/17/2009	
Staff # 31	Not Met
Date of Hire: 05/14/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 32	Not Met
Date of Hire: 08/14/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 33	Not Met
Date of Hire: 10/19/2020	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 34	Met
Date of Hire: 06/16/2008	

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided five file(s) for employees hired since last visit.

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 that staff member #11 did not have a current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will check files 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 review crc videos to ensure the CRC rules are maintained.

Correction Deadline: 9/24/2021

Finding

591-1-1-.09(1)(l)2. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee when there has been a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer. It was determined based on the consultant's review of records that staff member #11 had a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer and did not get a new Comprehensive Records Check Determination as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will check all files and immediately require a new Comprehensive Records Check Determination for Directors, Employees or Provisional Employees Employee's when there has been a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer. 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 watch the CRC videos to ensure CRC rules are maintained.

Correction Deadline: 9/24/2021

591-1-1-.14 First Aid & CPR**Met****Comment**

Complete first aid kits observed in center and on vehicles.

Correction Deadline: 11/25/2020

Corrected on 9/24/2021

.14(2) - Previous citation observed corrected in that the staff member had current evidence of first aid and CPR training as required.

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

Correction Deadline: 11/25/2020

Corrected on 9/24/2021

.33(3) - Previous citation observed corrected in that all current staff had evidence of health and safety orientation training within the first 90 days of employment as required.

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the consultant's review of staff files that staff member # 4, staff member #10, staff member #15, staff member #17, staff member #19, staff member #20, staff member #21, staff member #25, staff member #31, staff member # 32, and staff member #33, did not complete the annual ten (10) clock hours of training for 2020 as required.

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: 12/31/2021

Recited on 9/24/2021

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**

Adequate supervision observed on this date.

Comment

591-1-1-.32(7) - Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger

Correction Deadline: 9/24/2021