



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: 10/19/2023 **VisitType:** Complaint Closure from
visit on 10/04/2023

CCLC-34718

Saint Simons United Methodist Preschool

624 Ocean Blvd. St. Simons, GA 31522 Glynn County
(912) 634-8557 maryb@stsimonsumc.com

Regional Consultant

Jerica Davis

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jerica.davis@decal.ga.gov

Joint with: Connie Boatright

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.
10/19/2023	Complaint Closure	Good Standing	
10/04/2023	Complaint Investigation & Licensing Study	Good Standing	
05/10/2023	Monitoring Visit	Good Standing	

Comments

October 4, 2023- A Complaint Investigation was conducted on this date. The investigation was not closed due to needing additional staff statements.

October 19, 2023- The Complaint Investigation was closed on this date and the findings were emailed to the director.

Advisement of Potential for Repeated Rule Violations during Pending Investigations

This report shall serve as official notice of potential rule violations. These potential rule violations have been detailed in this report and discussed with you by the consultant. The department shall conduct a thorough investigation to determine if in fact the alleged rule violation(s) should or should not be substantiated. Please be aware that the investigation may take some time to be finalized to ensure fairness and accuracy. During this investigation period, any violations of an identical rule or rules will require the department to treat any and all substantiated rule violations identified in the investigation as repeated rule violation(s).

Further, from time to time the department discovers additional rule violations during the course of an investigation. If there are new rule violation(s), your consultant shall inform you of the violation(s) as soon as possible. However, as stated above, any violations of identical rule(s) will require the department to treat any and all additional rule violations identified in the investigation as repeated rule violations.

All rule violations found in relation to a complaint or incident investigation will be associated with the date the investigation was closed.



Please refer to the website, <http://www.decal.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

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)

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Mary Brittain, Program Official

Date

Jerica Davis ,Regional Consultant

Date

Connie Boatright ,Regional Consultant

Date



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Summary Report

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The following information is associated with a Complaint Closure:

Food Service

591-1-1-.15 Food Service & Nutrition

Not Met

Finding Associated with Complaint

591-1-1-.15(6)(a) requires the Center to serve all scheduled meals and snacks to children when they are present. In those Centers where the Parent(s) of children enrolled provide the meals and snacks, the Center shall ensure that no child remains at the Center without receiving the scheduled nutritious meals and snacks. There shall be a period of at least two (2) hours between each required meal or snack. The following meals and snacks shall be scheduled and served by the Center when appropriate: breakfast or morning snack, lunch, an afternoon snack, supper during evening care, and evening snack prior to bedtime, if the Center provides night-time care. It was determined based on investigative findings that on September 15, 2023, enrolled children were not served the afternoon snack meal due to there not being enough staff available to prepare the meal as required.

POI (Plan of Improvement)

The Center will schedule all required nutritious meals and snacks at least two hours apart and will serve them to each child who is present. Staff will be trained to determine if meals provided by parents meet nutritional guidelines and to provide any missing items.

Correction Deadline: 10/19/2023

Staff Records

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

Not Met

Finding Associated with Complaint

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 investigative findings that a staff member worked at the facility on August 14, 2023 and August 15, 2023 and did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site prior to working at the facility as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will complete the provided affidavit form to 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 as 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 complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 10/19/2023

Finding Associated with Complaint

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 investigative findings that a staff member worked at the facility with children on August 14, 2023 and August 15, 2023 and did not have a valid and 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 complete the provided affidavit form 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 complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 10/19/2023

591-1-1-.33 Staff Training**Not Met****Finding Associated with Complaint**

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 investigative findings that a new staff member started on August 14, 2023, and the staff member was not provided with a formal orientation and the orientation form was not completed prior to being assigned to children. Additionally, a review of records found that there was not a completed orientation form on file for the staff member as of October 4, 2023.

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: 10/19/2023

591-1-1-.31 Staff(CR)**Not Met****Finding Associated with Complaint**

591-1-1-.31(11) requires the Center to have qualified and sufficient direct-care, clerical, housekeeping, maintenance and other employees to ensure full compliance with these rules without neglecting the supervision of children. It was determined based on investigative findings that on September 15, 2023, there was an insufficient number of staff present at the facility to ensure that the afternoon snack meal was served to enrolled children as required.

POI (Plan of Improvement)

The Center will ensure that an adequate number of qualified employees is available to ensure full compliance with these rules without neglecting the supervision of the children.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Not Met

Finding Associated with Complaint

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on investigative findings that on multiple dates between August 24, 2023, and September 22, 2023, the Center did not maintain appropriate staff:child ratios for operating classrooms. Staff interviews revealed that on multiple dates between August 24, 2023, and September 22, 2023, the one-year-old classroom had been out of ratio most mornings with up to nine one-year-old children present with one staff member before the second staff member arrived for the day. Additionally, the majority of staff members interviewed stated that there have been times that their classrooms have been over ratio between August 24, 2023, and September 22, 2023.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 10/19/2023