



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: 12/14/2022 **VisitType:** Monitoring Visit

Arrival: 3:20 PM

Departure: 4:30 PM

CCLC-16857

Butterfield's Academy

120 Roberts Street Savannah, GA 31408 Chatham County
 (912) 964-9500 patriciab604@msn.com

Mailing Address
 Same

Regional Consultant

Kimberly Stoy

Phone: (678) 747-6836

Fax: (706) 314-7859

kimberly.stoy@decal.ga.gov

Joint with: Jerica Davis

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.
12/14/2022	Monitoring Visit	Good Standing	
12/02/2022	Complaint Investigation by Phone	Good Standing	
05/27/2022	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	A-3-12 year-old	Six Year Olds and Over	1	1	C	35	C	NA	NA	Homework
Main	B-preschool	Three Year Olds and Four Year Olds and Six Year Olds and Over	2	11	C	19	C	NA	NA	Story,Snack
Main	C -infant/toddler	One Year Olds and Two Year Olds	2	14	C	18	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 72					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 26					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD	206	C

Comments

This was the first visit of the fiscal year.

Program is currently one star Quality Rated.

Program does not provide transportation, medication, or swimming.

Plan of Improvement: Developed This Date 12/14/2022

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 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@dec.state.ga.us for more information. Free technical assistance is available!

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)

Patricia Butterfield, Program Official

Date

Kimberly Stoy, Consultant

Date

Jerica Davis, Consultant

Date



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

Findings Report

Date: 12/14/2022 **VisitType:** Monitoring Visit

Arrival: 3:20 PM

Departure: 4:30 PM

CCLC-16857

Butterfield's Academy

120 Roberts Street Savannah, GA 31408 Chatham County
(912) 964-9500 patriciab604@msn.com

Mailing Address
Same

Regional Consultant

Kimberly Stoy

Phone: (678) 747-6836
Fax: (706) 314-7859
kimberly.stoy@decal.ga.gov

Joint with: Jerica Davis

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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1 Not Met

"Missing/Incomplete Components"

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

Child # 2 Not Met

"Missing/Incomplete Components"

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

Child # 3 Not Met

"Missing/Incomplete Components"

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

Child # 4 Not Met

"Missing/Incomplete Components"

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

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Allergies and Disabilities

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that five out of five records reviewed was missing the parent's work address and phone number. Additionally, one out five records reviewed was missing if the child had any known allergies or disabilities.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 12/28/2022**Recited on 12/14/2022****Defer**

591-1-1-.08(2)- This citation will be evaluated at the next regulatory visit. The center is still within their 30 day correction window.

POI (Plan of Improvement)

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

Correction Deadline: 12/12/2022**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)**Technical Assistance****Technical Assistance**

591-1-1-.26(9) - Discussed with Director about monitoring ant beds. One small ant bed was observed in the back left.

Correction Deadline: 12/14/2022

Health and Hygiene

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

Met

Comment

Staff stated proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

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

Technical Assistance

Technical Assistance

591-1-1-.30(4) - Discussed with the Director about ensuring the mats in the Room A were covered when not in use.

Correction Deadline: 12/14/2022

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 09/01/2013

Staff # 2

Met

Staff # 3

Met

Date of Hire: 05/17/2006

Staff # 4

Met

Date of Hire: 03/24/2008

Staff # 5

Met

Date of Hire: 01/18/2006

Staff # 6

Met

Date of Hire: 03/08/2019

Staff # 7

Met

Date of Hire: 05/02/2019

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Comment

Criminal record checks were observed to be complete.

591-1-1-.33 Staff Training**Defer****Correction Deadline: 6/30/2022****Corrected on 12/14/2022**

.33(4) - This citation was observed to be corrected on this date. The cook provided evidence of completed nutrition and food preparation training.

Defer

591-1-1-.33(5)- This citation will be evaluated at the next Licensing Study conducted after January 1, 2023.

POI (Plan of Improvement)

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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: 12/31/2022**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****Correction Deadline: 5/27/2022****Corrected on 12/14/2022**

.32(7) - Adequate supervision was observed on this date.