



**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: 5/25/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:00 PM

CCLC-23655

Saint James Early Learning Center

8412 Whitfield Avenue Savannah, GA 31406 Chatham County
(912) 629-2430 mistyyo@sjcs-savannahga.org

Regional Consultant

Stacey Foston

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Mailing Address

8412 Whitefield Avenue
Savannah, GA 31406

Quality Rated: No

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.
05/25/2021	Licensing Study	Good Standing	
11/19/2020	Monitoring Visit	Good Standing	
11/05/2019	Monitoring Visit	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	One Year Olds and Two Year Olds	2	6	C	18	C	NA	NA	Lunch
Main	B	Two Year Olds and Three Year Olds	2	11	C	19	C	NA	NA	Free Play
Main	C	Three Year Olds and Four Year Olds	2	6	C	19	C	NA	NA	Music
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 23			Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground One	31	C
Main	Sm. Plgr.-Off Rm A	6	C

Comments

An Administrative Review was conducted on May 25, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 3, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 28, 2021, 2021 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/25/2021

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.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



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.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

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@decal.ga.gov.

- 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://decal.ga.gov/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)

Misty Ellison-Youssef , Program Official

Date

Stacey Foston, Consultant

Date



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Findings Report

Date: 5/25/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:00 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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing of toys and equipment due to the COVID-19 pandemic was also discussed.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	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 submitted that the children enrollment forms did not have the section to document the authorized release person information. The three children records submitted did not have the 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.

POI (Plan of Improvement)

The Center has revised the enrollment forms to ensure all required documentation is listed on the form. The center will develop a plan that includes how to obtain all required information for currently enrolled children.

Correction Deadline: 6/4/2021

Finding

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of records that the three children enrollment forms submitted did not have written authorization for the Center to obtain emergency medical care for the child when the Parent is not available.

POI (Plan of Improvement)

The center has revised the enrollment forms and will ensure all the required authorization are obtained.

Correction Deadline: 6/4/2021

Facility

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on June 3, 2021 the licensed capacity was observed to be met by the center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards were observed accessible to the children during the virtual walkthrough. The center will be mindful to keep items that may pose a hazard inaccessible to the children.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on June 3, 2021 the playground was observed to be clean and in good repair.

Food Service

Technical Assistance

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: 5/25/2021

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The children bring their lunches from home and the center provides snacks. During the virtual walk through the Kitchen appeared clean and well organized.

Health and Hygiene

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through, the diapering areas were observed to be in good condition. The Staff stated proper knowledge of diapering procedures.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on June 3, 2021, handwashing supplies were observed at all sinks. Discussed hand washing requirements with the director.

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

The Provider currently does not dispense/administer medication. The center will administer emergency medication such as an EPI-pen if needed.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Program observed to have complete emergency preparedness plans on site.

Safety

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. The center's discipline policy and practices were discussed with the director.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through visit, the children cots and bedding were stored as required. The center does not provide care for infants.

Staff Records**Records Reviewed: 20****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 09/09/2020	
Staff # 2	Met
Date of Hire: 06/01/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 12/11/2020	
Staff # 4	Met
Date of Hire: 08/30/2020	
Staff # 5	Met
Date of Hire: 08/03/2020	
Staff # 6	Met
Date of Hire: 08/03/2020	
Staff # 7	Met
Date of Hire: 12/02/2020	
Staff # 8	Met
Date of Hire: 10/21/2019	
Staff # 9	Met
Date of Hire: 06/01/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Met
Staff # 11	Met
Date of Hire: 09/09/2020	
Staff # 12	Met
Date of Hire: 12/08/2016	
Staff # 13	Met
Date of Hire: 05/10/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Records Reviewed: 20

Records with Missing/Incomplete Components: 0

Staff # 14	Met
Staff # 15 Date of Hire: 08/20/2020	Met
Staff # 16 Date of Hire: 09/20/2020	Met
Staff # 17 Date of Hire: 06/12/2017	Met
Staff # 18 Date of Hire: 08/02/2010	Met
Staff # 19 Date of Hire: 06/07/2010	Met
Staff # 20 Date of Hire: 11/19/2020	Met

Staff Credentials Reviewed: 6

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR **Technical Assistance**

Technical Assistance

591-1-1-.14 - Discussed with the Director about ensuring all CPR training has an examination and skills component. CPR classes that are online only does not meet the Departments requirement for CPR. CPR classes must have a hands on skills component to be accepted.

Comment

Evidence observed of more than 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training **Met**

Comment

Documentation observed of required staff training for the year 2020.

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

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through. The program was in compliance with the Executive Order issued on May 28, 2021.

Staffing and Supervision

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Center was observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision was observed during the virtual walk through.

Comment

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.