



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: 10/22/2021 **VisitType:** Monitoring Visit **Arrival:** 8:55 AM **Departure:** 9:40 AM

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		
10/22/2021	Monitoring Visit	Good Standing
05/25/2021	Licensing Study	Good Standing
11/19/2020	Monitoring Visit	Good Standing

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.

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	10	C	18	C	NA	NA	Transitioning, Free Play
Main	B	Two Year Olds and Three Year Olds	2	9	C	19	C	NA	NA	Circle Time, Transitioning
Main	C	Three Year Olds and Four Year Olds	1	14	C	19	C	NA	NA	Circle Time, Transitioning
Total Capacity @35 sq. ft.:						56	Total Capacity @25 sq. ft.:		0	
Total # Children this Date: 33			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

A virtual inspection was conducted on October 22, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

A one-day letter was issued on this date.

The video training modules affidavit is to be submitted by October 29, 2021.

Plan of Improvement: Developed This Date 10/22/2021

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)

Misty Ellison-Youssef , Program Official

Date

Stacey Foston, Consultant

Date



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Findings Report

Date: 10/22/2021 VisitType: Monitoring Visit

Arrival: 8:55 AM

Departure: 9:40 AM

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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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 the three records submitted that the children enrollment forms did not have the addresses of the person(s) to whom the child may be released.

POI (Plan of Improvement)

The Center will revise the forms to ensure the missing information is documented. The center will obtain the information for the currently enrolled children.

Correction Deadline: 11/11/2021**Recited on 10/22/2021****Correction Deadline: 6/4/2021****Corrected on 10/22/2021**

.08(1)(b) - The previous citation was observed to be corrected. The Center has children emergency medical authorizations on file.

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 were observed accessible to the children during the virtual walkthrough on this date. The center will be mindful to keep items that may pose a hazard inaccessible to the children.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface material. Loose materials should be raked frequently to prevent them from becoming compacted and to remove hazardous objects. These materials should also be raked to fill in areas of wear or displacement (e.g., under swings, bottom of slides, etc.) on a daily basis before children use the equipment. When loose fill materials are used, a depth of at least six inches or more is required for equipment five feet or greater in height, and a depth of at least three inches is required for equipment less than five feet in height

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**

During the virtual walk through on this date, handwashing supplies were observed at all sinks. Discussed hand washing requirements with the director.

591-1-1-.20 Medications(CR)

N/A

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Met

Comment

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-.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)

Met

Comment

There are no infants enrolled at this center. The children's bedding was stored as required.

Staff Records**Records Reviewed: 19****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 10/06/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 09/30/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 09/09/2020	
Staff # 4	Met
Date of Hire: 06/01/2021	
Staff # 5	Met
Date of Hire: 08/30/2020	
Staff # 6	Met
Date of Hire: 08/03/2020	
Staff # 7	Met
Date of Hire: 09/28/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 1**

Date of Hire: 08/03/2020

Staff # 9 Met

Date of Hire: 10/21/2019

Staff # 10 Met

Date of Hire: 09/20/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 11 Met

Date of Hire: 06/01/2021

Staff # 12 Met

Date of Hire: 10/04/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13 Met

Staff # 14 Met

Date of Hire: 05/10/2021

Staff # 15 Met

Date of Hire: 08/20/2020

Staff # 16 Met

Date of Hire: 09/20/2020

Staff # 17 Not Met

Date of Hire: 08/02/2010

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 18 Met

Date of Hire: 06/07/2010

Staff # 19 Met

Date of Hire: 11/19/2020

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met**

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 a review of records that staff #17 did not have a current satisfactory Comprehensive Records Check Determination on file. During the virtual visit, Staff #17 was observed working with the children in Room A.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained. A one-day letter and video affidavit was emailed to the Center.

Correction Deadline: 10/22/2021

Finding

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on a review of records that staff #17 Comprehensive Records Check Determination had expired and the staff had not obtained new Comprehensive Records Check.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 ensure CRC rules are maintained. A one- day letter and the video affidavit was emailed to the Center.

Correction Deadline: 10/22/2021

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.

Comment

Discussed combining children of mixed ages.

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

Met

Comment

Adequate supervision observed on this date.