



**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:** 9/28/2021    **VisitType:** Licensing Study    **Arrival:** 12:30 PM    **Departure:** 2:30 PM

**CCLC-49725**

**Richmond Hill Montessori Preschool**

2933 U/S. Highway 17 Richmond Hill, GA 31324 Bryan County  
 (912) 756-4554 yolanda@richmondhillmontessoripreschool.com

**Mailing Address**  
 Same

**Regional Consultant**

Kimberly Stoy

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

Joint with: Melissa Herndon

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/28/2021	Licensing Study	Good Standing	
05/05/2021	Complaint Investigation by Phone	Good Standing	
03/29/2021	Incident Investigation Closure	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	Infants	3	9	C	10	C	NA	NA	Nap, Floor Play
Main	B	Infants	2	7	C	16	C	NA	NA	Floor Play
Main	C	One Year Olds	1	50	C	16	NC	NA	NA	Nap
Main	Cafeteria		0	0	C	13	C	18	C	
Main	D	One Year Olds	1	6	C	16	C	NA	NA	Nap
Main	E	One Year Olds and Two Year Olds	2	13	C	21	C	NA	NA	Nap
Main	F	Two Year Olds	2	17	C	22	C	NA	NA	Nap
Main	G	Two Year Olds	2	16	C	28	C	NA	NA	Nap
Main	H	Three Year Olds	2	17	C	28	C	NA	NA	Nap
Main	I	Three Year Olds	2	19	C	28	C	NA	NA	Nap
Main	J	PreK	1	18	C	22	C	NA	NA	Nap
Main	K	PreK	2	19	C	22	C	NA	NA	Nap
Main	L	PreK	2	19	C	22	C	NA	NA	Nap
Main	M	PreK	2	16	C	19	C	NA	NA	Nap
Main	N	Four Year Olds	2	10	C	18	C	NA	NA	Transitioning

Total Capacity @35 sq. ft.: 301

Total Capacity @25 sq. ft.: 306

Total # Children this Date: 236

Total Capacity @35 sq. ft.: 301

Total Capacity @25 sq. ft.: 306

Building	Playground	Playground Occupancy	Playground Compliance
Main	A (Right)	83	C

Main	B (Front L)	29	C
Main	C (Middle L)	43	C
Main	D (Back L)	67	C

#### Comments

An Administrative Review was conducted on September 23, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 09/28/2021

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](mailto: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](mailto: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)

---

Yolanda Rolison, Program Official	Date
-----------------------------------	------

---

Kimberly Stoy, Consultant	Date
---------------------------	------

---

Melissa Herndon, 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:** 9/28/2021 **VisitType:** Licensing Study

**Arrival:** 12:30 PM

**Departure:** 2:30 PM

**CCLC-49725**

**Richmond Hill Montessori Preschool**

2933 U.S. Highway 17 Richmond Hill, GA 31324 Bryan County  
(912) 756-4554 yolanda@richmondhillmontessoripreschool.com

**Mailing Address**  
Same

**Regional Consultant**

Kimberly Stoy

Phone: (678) 747-6836

Fax: (706) 314-7859

kimberly.stoy@decal.ga.gov

Joint with: Melissa Herndon

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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 14**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met

**Records Reviewed: 14**

**Records with Missing/Incomplete Components: 0**

Child # 10	Met
Child # 11	Met
Child # 12	Met
Child # 13	Met
Child # 14	Met

---

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

**Met**

**Comment**

Records were observed to be complete and well organized.

**Facility**

---

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

**Met**

**Comment**

Licensed capacity observed to be met on this date.

---

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

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

---

**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**

**Correction Deadline: 5/5/2021**

**Corrected on 9/28/2021**

.15(7) - Consultant observed menus that reflected that the program is not serving foods that could cause choking to children less than four years of age.

**Health and Hygiene**

---

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Procedures and sanitation regarding proper diapering were discussed with the Director on this date.

---

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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

Discussed proper medication documentation and procedures.

**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)****Met****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****Met****Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed with Director the supervision plan in the infant rooms.

**Staff Records****Records Reviewed: 47****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 08/02/2021

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

Staff # 2

Met

Date of Hire: 07/29/2021

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

Staff # 3

Met

Date of Hire: 06/02/2021

Staff # 4

Met

Date of Hire: 07/26/2021

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

Staff # 5

Met

Date of Hire: 02/24/2016

Staff # 6

Met

**Records Reviewed: 47****Records with Missing/Incomplete Components: 2**

Date of Hire: 08/02/2021

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

Staff # 7

Met

Date of Hire: 08/04/2021

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

Staff # 8

Met

Date of Hire: 12/10/2018

Staff # 9

Met

Date of Hire: 08/05/2021

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

Staff # 10

Met

Date of Hire: 08/26/2021

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

Staff # 11

Met

Date of Hire: 08/02/2021

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

Staff # 12

Met

Date of Hire: 11/16/2020

Staff # 13

Met

Date of Hire: 12/07/2020

Staff # 14

Met

Staff # 15

Met

Date of Hire: 08/09/2021

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

Staff # 16

Met

Date of Hire: 05/27/2021

Staff # 17

Met

Date of Hire: 09/17/2020

Staff # 18

Met

Staff # 19

Met

Date of Hire: 08/17/2020

Staff # 20

Met

Date of Hire: 08/23/2021

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

Staff # 21 Date of Hire: 06/01/2021	Met
Staff # 22 Date of Hire: 12/07/2020	Met
Staff # 23	Met
Staff # 24 Date of Hire: 12/21/2020	Met
Staff # 25 Date of Hire: 12/12/2020	Met
Staff # 26 Date of Hire: 06/07/2021	Met
Staff # 27	Met
Staff # 28 Date of Hire: 05/03/2021	Met
Staff # 29 Date of Hire: 09/28/2020	Met
Staff # 30 Date of Hire: 04/07/2021	Not Met
<u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	
Staff # 31 Date of Hire: 08/10/2020	Met
Staff # 32 Date of Hire: 07/06/2021	Met
Staff # 33 Date of Hire: 06/28/2021	Met
Staff # 34 Date of Hire: 06/28/2021	Met
Staff # 35 Date of Hire: 08/17/2020	Met



**Records Reviewed: 47****Records with Missing/Incomplete Components: 2**

---

Staff # 36	Met
Staff # 37	Met
Staff # 38	Met
Staff # 39	Met
Date of Hire: 03/04/2021	
Staff # 40	Met
Staff # 41	Met
Date of Hire: 04/12/2021	
Staff # 42	Met
Date of Hire: 10/28/2019	
Staff # 43	Met
Staff # 44	Met
Staff # 45	Met
Staff # 46	Not Met
Date of Hire: 06/14/2021	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 47	Met

---

**Staff Credentials Reviewed: 5**

---

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

Director provided 23 file(s) for employees hired since last visit. Criminal records checks were complete on this date.

---

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

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that employees #30 and #46 did not complete the required health and safety orientation training within the first 90 days of employment.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 10/28/2021**

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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.