



**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:** 4/3/2017    **VisitType:** Complaint Closure from visit on 03/29/2017    **Arrival:** 2:20 PM    **Departure:** 8:10 PM

**CCLC-12202**

**STEP OF FAITH CHRISTIAN ACADEMY, A**

4651 FLAT SHOALS ROAD, Suite 2 & 3 Union City, GA 30291 Fulton County  
 (678) 619-0825 deborpay@aol.com

**Mailing Address**  
 Same

**Regional Consultant**

Colette Bolds  
 Phone: (770) 357-7068  
 Fax: (770) 357-7067  
 colette.bolds@decal.ga.gov

<b>Compliance Zone Designation</b>		
04/03/2017	Complaint Closure	Good Standing
03/29/2017	Complaint Investigation Follow Up	Good Standing
02/27/2017	Complaint Closure	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.

**Comments**

**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.

**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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 Group Day Care Homes, 290-1-1. 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.

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Sheika Waters, Program Official

Date

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Colette Bolds , Consultant

Date



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**Summary Report**

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The following information is associated with a Complaint Closure:

	<b>Safety</b>
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**591-1-1-.36 Transportation(CR)**

**Not Met**

**Finding Associated with Complaint**

591-1-1-.36(10) requires that a child never be left unattended in a vehicle. It was determined based on interviews, statements, and the review of transportation documentation, that on March 28, 2017, a six-year-old child was left unattended on the center's van from 7:00 p.m. until 12:47 a.m. The child was found to not have sustained any injuries. Professional medical attention was obtained as a precaution.

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**Correction Deadline: 3/28/2017**

**Finding Associated with Complaint**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on interviews, statements, and the review of transportation documentation, that on March 28, 2017, center staff failed to document that a group of 11 school-age children were unloaded off the center's van.

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**Correction Deadline: 3/28/2017**

**Finding Associated with Complaint**

591-1-1-.36(7)(c )3. i-iii requires that the driver or other designated person document in writing the time of arrival and departure (i) each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center;(ii)each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; (iii) each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on interviews, statements, and the review of transportation documentation, that on March 28, 2017, center staff failed to document in writing the time 11 school-age children were loaded on the center's van and the time the 11 school-age children returned to the center's 24 hour location.

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**Correction Deadline: 3/28/2017**

**Finding Associated with Complaint**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle will complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and (iv) Give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on interviews, statements, and the review of transportation documentation, that on March 28, 2017, center staff persons failed to conduct the first check immediately upon the last child exiting the center's van. Staff persons also did not physically walk the center's van to ensure that no child was left on the vehicle.

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**Correction Deadline: 3/28/2017**

**Finding Associated with Complaint**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. The second designated Staff person must complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle’s interior; and (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle. It was determined based on interviews, statements, and the review of transportation documentation, that on March 28, 2017, the center failed to conduct the second check and staff persons did not physically walk the center's van immediately after children exited the van to ensure that no child remained on the vehicle.

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**Correction Deadline: 3/28/2017**

**Staff Records**

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

**Not Met**

**Finding Associated with Complaint**

591-1-1-.31(14) prohibits Center Staff from committing any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Center and requires Center staff to comply with all applicable laws and regulations. It was determined that two staff members were arrested and charged with Reckless conduct when on March 28, 2017, a six-year-old child was left alone and unattended on the center's van.

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**Correction Deadline: 3/29/2017**

**Staffing and Supervision**

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

**Not Met**

**Finding Associated with Complaint**

591-1-1-.32(7) requires that children be supervised at all times. It was determined based on interviews and statements, that on March 28, 2017, a six-year-old child was left unattended on the center's van from 7:00 p.m until 12:47 a.m. The six-year-old child was found not to have sustained any injuries. Professional medical attention was obtained as a precaution.

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**Correction Deadline: 3/28/2017**