



**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:** 9/18/2018    **VisitType:** Licensing Study    **Arrival:** 1:50 PM    **Departure:** 5:30 PM

**CCLC-1956**

**St. Timothy United Methodist Church, Inc.**

5365 Memorial Drive Stone Mountain, GA 30083 DeKalb County  
 (404) 297-8913 business@sttimothyschool.com

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

**Mailing Address**

Same

**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.
09/18/2018	Licensing Study	Good Standing	
03/26/2018	POI Follow Up	Good Standing	
03/15/2018	POI Follow Up	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	203- 1st Lt.	Three Year Olds	1	3	C	11	C	15	C	Transitioning,Snack
Main	206- 1st Rt.	One Year Olds	1	1	C	9	C	NA	NA	Snack
Main	207- 2nd Lt.	Three Year Olds	1	6	C	10	C	15	C	Nap
Main	208- 2nd Rt.	Two Year Olds	1	3	C	8	C	NA	NA	Nap
Main	209	Four Year Olds	1	4	C	11	C	15	C	Centers
Main	210- 3rd Rt.	Two Year Olds and Three Year Olds	1	2	C	10	C	NA	NA	Snack
Main	211- 4th Rt.		0	0	C	16	C	NA	NA	Not In Use
Main	Dining		0	0	C	38	C	NA	NA	Not In Use
Main	Gym		0	0	C	200	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 313

Total Capacity @25 sq. ft.: 326

Total # Children this Date: 19

Total Capacity @35 sq. ft.: 313

Total Capacity @25 sq. ft.: 326

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/ Toddler	10	C
Main	PreK/ School Age	33	C

### Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous study on March 26, 2018. The consultant left a First Aid Checklist resource on this date.

The consultant discussed the upcoming changes to the background check requirements.

Plan of Improvement: Developed This Date 09/18/2018

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

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](mailto: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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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)

---

Barbara Watts, Program Official

Date

---

Chrische Walker, 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:** 9/18/2018    **VisitType:** Licensing Study    **Arrival:** 1:50 PM    **Departure:** 5:30 PM

**CCLC-1956****St. Timothy United Methodist Church, Inc.**

5365 Memorial Drive Stone Mountain, GA 30083 DeKalb County  
(404) 297-8913 business@sttimothyschool.com

**Mailing Address**  
Same

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166  
Fax: (678) 891-5618  
chrische.walker@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities****Technical Assistance****Technical Assistance**

591-1-1-.03(2) - Please ensure that current lesson plans are posted in all classrooms.

**Correction Deadline: 9/18/2018**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

**Technical Assistance**

591-1-1-.08(1) - Please ensure that the children's enrollment forms are completed with parent's work information.

**Correction Deadline: 9/18/2018**

---

<b>Facility</b>
-----------------

---

**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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)****Not Met****Technical Assistance**

591-1-1-.25 - Please be ensure that staff belongings and the Sunday School hazardous items are kept inaccessible to children in Room 207 and in Room 209.

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on the consultant's observation that a ceiling tile in the classroom bathroom was not fully attached in Room 210 and needed to be repaired.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 9/18/2018**

**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Great job on the maintenance of resilient surface on the Infant and Toddler playground. On this date, the director stated that the Pre-K and School-Age playground is not in used.

---

<b>Food Service</b>
---------------------

---

**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

---

<b>Health and Hygiene</b>
---------------------------

---

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

Proper diapering procedures observed in Room 206.

---

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

Staff stated proper knowledge of hand washing procedures.

---

**591-1-1-.20 Medications(CR)****Not Met****Comment**

Discussed proper medication documentation and procedures.

**Finding**

591-1-1-.20(2) requires that written authorization to dispense medication is limited to two weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. It was determined based on a review of records that a child's medication was dispensed after the required two weeks without a physician's statement.

**POI (Plan of Improvement)**

The Center will train all Staff on the medication requirements. The designated person(s) will monitor the dispensing of medications.

**Correction Deadline: 9/18/2018****Finding**

591-1-1-.20(5) requires that medicines no which are no longer to be dispensed shall be returned to the child's Parent(s) immediately. It was determined based on a review of records that an inhalation aerosol medication was not returned to the child's parents after the required two weeks.

**POI (Plan of Improvement)**

The Center will train Staff on a system for tracking the use of medications and returning them to Parent(s).

**Correction Deadline: 9/18/2018**

---

<b>Policies and Procedures</b>
--------------------------------

---

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

Great job conducting fire drills and emergency drills.

**Correction Deadline: 9/23/2018**

---

**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

---

**591-1-1-.29 Required Reporting****Met****Comment**

Discussed the new online required reporting requirements.

---

<b>Safety</b>
---------------

---

**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged in Room 211. The consultants observed two turtles in the classroom on this date.

---

**591-1-1-.11 Discipline(CR)****Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

---

**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**

---

---

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

Technical Assistance

**Technical Assistance**

591-1-1-.30(1)(a)3 - Please ensure that the crib sheets are tight-fitting in Room 206. On this date, the consultants did not observe any infants present.

**Correction Deadline: 9/18/2018**

---

**Staff Records**

---

**Records Reviewed: 7****Records with Missing/Incomplete Components: 5**

---

Staff # 1

Not Met

Date of Hire: 11/28/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health &amp; Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 2

Not Met

Date of Hire: 08/01/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Not Met

Date of Hire: 08/18/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Met

Date of Hire: 08/01/2005

Staff # 5

Not Met

Date of Hire: 02/01/1999

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 6

Met

Date of Hire: 07/31/2017

Staff # 7

Not Met

Date of Hire: 08/20/2007

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

**Staff Credentials Reviewed: 7**

---

**591-1-1-.09 Criminal Records Check(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.

**591-1-1-.14 First Aid & CPR****Not Met****Comment**

Please add missing items in the center's first aid kit.

**Comment**

Please be mindful of training expiration dates.

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that one employee hired on November 28, 2016, did not have a current first aid and CPR certification on file.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 10/18/2018****591-1-1-.33 Staff Training****Not Met****Comment**

Discussed staff training. Please obtain required documentation for each calendar year.

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that one employee hired on November 28, 2016, did not complete the health and safety training within 90 days.

**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.

**Correction Deadline: 10/18/2018****Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on Consultant's review of records that five staff members did not complete the required ten hours of training for the 2017 calendar year.

**POI (Plan of Improvement)**

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: 12/31/2018**

**Recited on 9/18/2018**

---

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

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<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**

Staff observed to provide direct supervision and be attentive to children's needs.