



**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: 10/22/2019 **VisitType:** Licensing Study

Arrival: 10:40 AM

Departure: 2:30 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

Elim Tekie

Phone: (404) 478-8088

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elim.tekie@decal.ga.gov

Mailing Address

Same

Quality Rated:

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.
10/22/2019	Licensing Study	Support	
04/09/2019	Incident Investigation & Follow Up	Good Standing	
04/09/2019	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	203- 1st Lt.	Three Year Olds	1	9	C	11	C	15	C	Free Play
Main	206- 1st Rt.	One Year Olds	1	4	C	9	C	NA	NA	Floor Play
Main	207- 2nd Lt.		0	0	C	10	C	15	C	
Main	208- 2nd Rt.	Two Year Olds	1	8	C	8	C	NA	NA	Centers
Main	209	Four Year Olds	1	8	C	11	C	15	C	Lunch
Main	210- 3rd Rt.	Two Year Olds	1	9	C	10	C	NA	NA	Transitioning, Lunch
Main	211- 4th Rt.	Four Year Olds	1	15	C	16	C	NA	NA	Lunch
Main	Dining	Three Year Olds and Four Year Olds and PreK	3	33	C	38	C	NA	NA	Lunch
Main	Gym		0	0	C	200	C	NA	NA	

Total Capacity @35 sq. ft.: 313

Total Capacity @25 sq. ft.: 326

Total # Children this Date: 86

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 this visit was to conduct a Licenising Study and follow-up on previous citations from February 28, 2019. 1 Day Letter and POI Letter left on this date.

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.al.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@dec.al.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://dec.al.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.al.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@dec.al.ga.gov

Barbara Watts, Program Official

Date

Elim Tekie, Consultant

Date



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Findings Report

Date: 10/22/2019 **VisitType:** Licensing Study

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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

Equipment and furniture observed to be properly secured, as applicable.

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: 1

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(2)-Immunization	
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Not Met

Finding

591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence. It was determined based on review of children's records that child #1 was missing a current and up-to date immunization that expired May 9, 2019.

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Correction Deadline: 11/1/2019

	Facility
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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

Comment

No hazards observed accessible to children on this date.

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Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on consultant's observation that there was one uncovered outlet in classroom 208.

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Correction Deadline: 10/22/2019

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

Not Met

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultants observation that the PreK/School Age playground had exposed concrete on the left base of the climbing structure.

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Correction Deadline: 10/22/2019

Food Service

591-1-1-.15 Food Service & Nutrition

Not Met

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on consultants observation that five bottles in room 206 were not labeled with the child's name.

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Correction Deadline: 10/22/2019

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Staff were observed to remind children to wash hands.

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**

Age-appropriate discussion and/or redirection observed.

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**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 17**Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 09/06/2019

Staff # 2

Not Met

Date of Hire: 10/15/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 09/30/2019

Staff # 4

Met

Date of Hire: 08/22/2019

Staff # 5

Met

Date of Hire: 08/01/2008

Staff # 6

Met

Date of Hire: 09/12/2019

Staff # 7

Met

Date of Hire: 07/16/2019

Staff # 8

Met

Date of Hire: 08/01/2004

Staff # 9

Met

Staff # 10

Met

Date of Hire: 07/15/2019

Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Not Met

Date of Hire: 02/02/1999

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 15	Met
Date of Hire: 09/06/2019	

Staff # 16	Met
Date of Hire: 07/31/2017	

Staff # 17	Met
Date of Hire: 08/05/2019	

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of staff records that Staff #2 hired on October 15, 2019, did not submit a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

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Correction Deadline: 10/22/2019

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 that staff #2 hired on October 15, 2019, did not have a valid and current satisfactory Comprehensive Records Check Determination on file and was present and caring for children in Room 208.

Correction Deadline: 10/22/2019

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

Defer
591-1-1-.33(6)- Consultant will review records for 2019 training during the 2020 regulatory visit.

Correction Deadline: 12/31/2018

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

591-1-1-.32 Supervision(CR) **Not Met**

Finding
591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on consultant's observation that a three-year-old child was not adequately supervised when the child was in the hallway bathroom and the staff member was in classroom 203 with eight three-year-olds.

Correction Deadline: 10/22/2019

Recited on 10/22/2019