



**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: 1/23/2019 **VisitType:** Monitoring Visit **Arrival:** 12:30 PM **Departure:** 4:00 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

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chrische.walker@decal.ga.gov

Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
01/23/2019	Monitoring Visit	Support
09/18/2018	Licensing Study	Good Standing
03/26/2018	POI Follow Up	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	203- 1st Lt.	Three Year Olds and Four Year Olds	1	8	C	11	C	15	C	Nap, Transitioning
Main	206- 1st Rt.	Infants and One Year Olds	1	3	C	9	C	NA	NA	Nap
Main	207- 2nd Lt.	Three Year Olds and Four Year Olds	1	6	C	10	C	15	C	Nap
Main	208- 2nd Rt.	Two Year Olds	1	5	C	8	C	NA	NA	Nap
Main	209	Four Year Olds and Five Year Olds	1	7	C	11	C	15	C	Nap
Main	210- 3rd Rt.	Two Year Olds and Three Year Olds	1	7	C	10	C	NA	NA	Nap
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: 36

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 Monitoring Visit and to follow up from the previous visit on September 18, 2018. The consultant left a Steps to Submitting Background Checks on this date.

A one-day letter was left on this date.

On January 30, 2019, a Plan of Improvement was left and another one-day letter was left for the program on this date after a revised report was discussed with the director.

Plan of Improvement: To Be Submitted 02/13/2019

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.decal.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@decal.ga.gov

Barbara Watts, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 1/23/2019 **VisitType:** Monitoring Visit **Arrival:** 12:30 PM **Departure:** 4:00 PM

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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.

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

Correction Deadline: 9/18/2018

Corrected on 1/23/2019

.25(3) - The previous citation has been corrected on this date. The consultant observed the ceiling tile in the classroom to be fully attached in the bathroom in Room 210.

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

Met

Comment

Playground observed to be clean and in good repair on the Infant and Toddler playground. On this date, the director stated the the Pre-K and School-Age playground is not in used.

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

Proper hand washing observed throughout the center.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Correction Deadline: 9/18/2018

Corrected on 1/23/2019

.20(2) - The previous citation has been corrected on this date. The consultant observed no medication on site on this date.

Correction Deadline: 9/18/2018

Corrected on 1/23/2019

.20(5) - The previous citation has been corrected on this date. The consultant observed no medication on site for the early childhood program.

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)

Not Met

Comment

Pleasant naptime environment observed.

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Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that a loose sheet was observed for one sleeping child in a crib in Room 206.

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Correction Deadline: 1/23/2019

Comment

591-1-1-.30(1)(c) The consultant discussed the requirement for the use of pillows for a two-year-old child in Room 208.

Correction Deadline: 1/23/2019

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 8

Staff # 1 Not Met

Date of Hire: 11/28/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2 Not Met

Date of Hire: 08/01/2008

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3 Not Met

Date of Hire: 08/18/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4 Not Met

Date of Hire: 08/01/2005

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5 Not Met

Date of Hire: 09/19/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6 Not Met

Records Reviewed: 9

Records with Missing/Incomplete Components: 8

Date of Hire: 02/01/1999

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7

Met

Date of Hire: 07/31/2017

Staff # 8

Not Met

Date of Hire: 08/20/2007

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 9

Not Met

Date of Hire: 09/10/2014

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.09-Criminal Records Check Missing

Staff Credentials Reviewed: 9

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

Not Met

Technical Assistance

591-1-1-.09(1) - The consultant discussed the national determination background check requirement with the director, in that a staff member can be present in the classroom if the person is under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Care and Learning.

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Comment

Director provided three files for employees hired since last visit.

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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 a review of records that the director hired on August 1, 2008, did not submit both a Records Check Application to the Department and Fingerprints to an authorized Fingerprinting site.

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Correction Deadline: 1/23/2019

Finding

591-1-1-.09(1)(b) requires the Center to ensure that every Director 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 Director 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 review of records that the director hired on August 1, 2008 was present and did not have satisfactory comprehensive records check determination letter on file. The director was observed to have a satisfactory national records check determination on file.

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Correction Deadline: 1/23/2019

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 based on a review of records that six staff members hired on August 18, 2016, August 1, 2005, September 10, 2014, August 20, 2007, February 1, 1999, and November 28, 2016 were present with only a satisfactory national records check clearance on file on this date.

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Correction Deadline: 1/23/2019

Finding

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on observation that six staff members hired on August 18, 2016, August 1, 2005, September 10, 2014, August 20, 2007, February 1, 1999, and November 28, 2016 was present with a satisfactory Fingerprint Records Check Determination in the classroom without being supervised by a director or an employee with a valid and current satisfactory Comprehensive Records Check Determination.

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Correction Deadline: 1/23/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that one staff member had a lapse of employment before being hired on September 19, 2017 at the current facility. The staff member's satisfactory portability expired on November 10, 2016. The staff member was not present on this date. A one-day letter was left on this date.

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Correction Deadline: 1/23/2019

591-1-1-.14 First Aid & CPR **Met**

Correction Deadline: 2/28/2019

Corrected on 1/23/2019
.14(2) - The previous citation was corrected on this date.

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

Correction Deadline: 10/18/2018

Corrected on 1/23/2019

.33(3) - The consultant observed the staff member to complete training in child abuse, safety and injury prevention, and infectious disease prevention. The staff member will need to complete the required Health and Safety course by February 8, 2019.

Technical Assistance

591-1-1-.33(3) - Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Defer

591-1-1-.33(6)- The consultant will review staff training for the 2018 calendar year at the next regulatory visit.

Correction Deadline: 12/31/2018

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.

Staffing and Supervision

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.