



**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:** 4/13/2018    **VisitType:** Monitoring Visit    **Arrival:** 11:40 AM    **Departure:** 2:45 PM

**CCLC-48039**

**A Step of Faith Christian Academy, LLC**

4651 Flat Shoals Road, Suite 2 & 3 Union City, GA 30291 Fulton County  
 (678) 654-8104 deborpay@aol.com

**Regional Consultant**

Stephen Knighton

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**Mailing Address**

306 Calgary Drive  
 Peachtree City, GA 30269

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
04/13/2018	Monitoring Visit	Good Standing
10/05/2017	Initial Licensing Study	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	A- 1st Right	Two Year Olds and Three Year Olds	1	18	C	11	NC	15	NC	Nap
Main	B- 2nd Right	One Year Olds and Two Year Olds	1	12	C	12	C	NA	NA	Nap
Main	C- 2nd Left		0	0	C	12	C	NA	NA	
Main	D- 1st Left	Infants	1	8	C	7	NC	NA	NA	Floor Play,Nap

Total Capacity @35 sq. ft.: 42

Total Capacity @25 sq. ft.: 46

Total # Children this Date: 38

Total Capacity @35 sq. ft.: 42

Total Capacity @25 sq. ft.: 46

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	33	C

**Comments**

Plan of Improvement: Developed This Date 04/13/2018

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).



**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.

**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](mailto: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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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](mailto:qualityrated@dec.al.ga.gov)

Deborah Payne, Program Official

Date

Stephen Knighton, Consultant

Date



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### Findings Report

**Date:** 4/13/2018    **VisitType:** Monitoring Visit    **Arrival:** 11:40 AM    **Departure:** 2:45 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)****Met****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****Comment**

No hazards observed accessible to children on this date.

**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observed that several boards on the fence along the right side of the yard and the fence closest to the building were not secure and had several nail heads protruding. In addition, one wooden fence panel/gate along the right side of the playground was not secure and could easily be moved away or pushed over.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 5/1/2018**

**Recited on 4/13/2018**

**Correction Deadline: 10/19/2017**

**Corrected on 4/13/2018**

**.26(8) - Consultant observed previous citation to be corrected in that all fall zones were measured to be compliant.**

**Correction Deadline: 10/5/2017**

**Corrected on 4/13/2018**

**.26(9) - Consultant observed previous citation to be corrected in that all potential hazards were removed from the outdoor play area.**

**Health and Hygiene**

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

**Correction Deadline: 10/19/2017**

**Corrected on 4/13/2018**

**.10(2) - Consultant observed previous citation to be corrected in that warm water was observed to be flowing in all classroom sinks as required.**

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

**Correction Deadline: 10/19/2017**

**Corrected on 4/13/2018**

**.17(7) - Consultant observed previous citation to be corrected in that warm water was observed to be flowing in all classroom sinks as required.**

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

**Comment**

Discussed proper medication documentation and procedures.

**Safety**

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

**Comment**

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

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

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant’s back in a crib unless the Center has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant’s back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer’s guidelines and will not slide up around the infant’s face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician’s written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation that one infant had blankets, stuffed animals, and a bib while sleeping creating a potentially hazardous environment.

**POI (Plan of Improvement)**

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 4/13/2018**

<b>Staff Records</b>
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**Records Reviewed: 11**

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

Staff # 1	Met
Date of Hire: 01/24/2018	

Staff # 2	Met
Date of Hire: 11/01/2004	

Staff # 3	Not Met
Date of Hire: 12/15/2017	

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 4	Met
Date of Hire: 02/27/2017	

Staff # 5	Met
Date of Hire: 03/26/2018	

Staff # 6	Met
Date of Hire: 04/13/2017	

Staff # 7	Met
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**Records Reviewed: 11**

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

Date of Hire: 08/28/2017

Staff # 8

Met

Date of Hire: 01/20/2015

Staff # 9

Not Met

Date of Hire: 02/24/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10

Met

Date of Hire: 05/21/2011

Staff # 11

Met

Date of Hire: 01/12/2017

**Staff Credentials Reviewed: 11**

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

**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 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 staff member hired on December 15, 2017 did not have evidence of the completion of health and safety orientation training as required.

**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: 5/13/2018**

**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)**

**Not Met**

**Finding**

591-1-1-.32(5) requires that during day-time rest or sleeping periods, at least one Staff person is in each room providing direct supervision of the children and all Staff required by these rules relating to Staff: child ratios are in the Center and available to assure safe evacuation in an emergency. Staff: child ratios may be doubled for children three (3) years and older provided these requirements are met. It was determined based on observation that the infant room had one staff member and eight infants.

**POI (Plan of Improvement)**

The Center will rearrange staff schedules to ensure the required number of staff are in each room and available.

**Correction Deadline: 4/13/2018**

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

Adequate supervision observed on this date.