



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

Cover Sheet

Date: 12/9/2022 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:00 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

Jessica Johnson
 Phone: (770) 357-5090
 Fax:
 jessica.johnson@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.
12/09/2022	Licensing Study	Good Standing	
06/10/2022	Monitoring Visit	Good Standing	
12/08/2021	Licensing Study	Good Standing	

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	2	6	C	11	C	15	C	Free Play
Main	206- 1st Rt.	Infants and One Year Olds	1	2	C	9	C	NA	NA	Floor Play
Main	207- 2nd Lt.		0	0	C	10	C	15	C	Not In Use
Main	208- 2nd Rt.	Two Year Olds	1	2	C	8	C	NA	NA	Free Play
Main	209	Three Year Olds and Four Year Olds	1	6	C	11	C	15	C	Circle Time
Main	210- 3rd Rt.	Two Year Olds	1	4	C	10	C	NA	NA	Free Play
Main	211- 4th Rt.	Four Year Olds and Five Year Olds	1	9	C	16	C	NA	NA	Circle Time
Main	Dining		0	0	C	38	C	NA	NA	Not In Use
Main	Gym		0	0	C	200	C	NA	NA	
Total Capacity @35 sq. ft.: 129						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Playground Limitations		
Total # Children this Date: 29			Total Capacity @35 sq. ft.: 129			Total Capacity @25 sq. ft.: 0				

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

Comments

An on-site inspection was conducted on December 12, 2022 with the Director Altamese Mitchell. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: Developed This Date 12/09/2022

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



Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Altamese Mitchell, Program Official

Date

Jessica Johnson, Consultant

Date



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Findings Report

Date: 12/9/2022 **VisitType:** Licensing Study

Arrival: 8:30 AM

Departure: 1:00 PM

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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

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)

Not Met

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance

591-1-1-.25(12) - Consultant discussed with Director storing purifier's so that they are positioned to prevent children from touching it.

Correction Deadline: 12/9/2022

Correction Deadline: 6/10/2022

Corrected on 12/9/2022

.25(17) - Citation corrected. PreK / School age currently under construction and not in use.

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 observation that there was a hanging air vent on the right side above the book area in classroom 211.

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: 12/9/2022

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

Technical Assistance

Comment

Consultant discussed with Director keeping the PreK playground locked until the construction is complete.

Technical Assistance

591-1-1-.26(9) - Consultant discussed removing liter from the infant toddler playground and removing the loose strap from the teacher chair.

Correction Deadline: 12/9/2022

Food Service

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

Met

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations

Met

Comment

Consultant discussed with Director that food purchased from a caterer must meet USDA guidelines. If it does not, the center must supplement the missing component(s), and the supplemented food(s) must meet USDA guidelines.

? Ensure that additional food is prepared and available at each meal service for second servings.

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

Consultant discussed proper hand washing of children and staff with the director on this date.

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

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License**Technical Assistance****Technical Assistance**

591-1-1-.16(f) - Consultant discussed with the Director submitting an Amendment for classroom 204.

Correction Deadline: 12/16/2022**Policies and Procedures**

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

Program observed complete emergency drills

Safety

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

Center does not keep animals on premises.

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)**Met****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Technical Assistance

591-1-1-.30(4) - Consultant discussed with Director storing cots and mats to prevent children's access to them and to allow maximum use of play space.

Correction Deadline: 12/9/2022**Staff Records****Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Records Reviewed: 15

Records with Missing/Incomplete Components: 0

Date of Hire: 09/12/2022

Staff # 2 Met

Date of Hire: 11/02/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 3 Met

Date of Hire: 11/22/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4 Met

Staff # 5 Met

Staff # 6 Met

Date of Hire: 08/08/2014

Staff # 7 Met

Date of Hire: 10/25/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8 Met

Date of Hire: 09/06/2022

Staff # 9 Met

Staff # 10 Met

Staff # 11 Met

Date of Hire: 09/12/2022

Staff # 12 Met

Staff # 13 Met

Staff # 14 Met

Date of Hire: 11/23/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 15 Met

Date of Hire: 08/05/2019

Staff Credentials Reviewed: 8

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

Comment

Criminal record checks were observed to be complete.

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

Comment

Criminal records checks were observed to be complete.

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

Met

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

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

Proper supervision of children during morning drop off was discussed with the director on this date.