



**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: 3/7/2017 **VisitType:** Licensing Study **Arrival:** 10:25 AM **Departure:** 1:10 PM

FR-9900102563

Hubbard, Annette H.

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Mailing Address

140 LESLIE DRIVE
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Regional Consultant

Colleen Covey

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Compliance Zone Designation		
03/07/2017	Licensing Study	Good Standing
08/19/2016	Monitoring Visit	Good Standing
02/10/2016	Monitoring Visit	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

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	2	2	0	0	0
1 & 2 Years	2	4	0	0	0
3 & 4 Years	2	3	0	0	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	6	9	0	0	0
Total Under 18 Years	6				

Children Present: 6

Total Children: 9

Caregivers/Helpers Present: 2

Total Caregivers/Helpers: 3

Comments

Follow up to the previous Monitoring Visit that was conducted on August 19, 2017 was completed on this date.

The health and safety orientation training was discussed with the provider.

A one day letter was left at the facility due to a staff member not having a satisfactory determination on file.

Emergency plans were discussed.

Plan of Improvement: Developed This Date 03/07/2017

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. You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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@decga.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://decga.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)

Annette Hubbard, Program Official

Date

Colleen Covey, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.19 Infant-Sleeping Safety Requirements(CR)

Met

Comment

Discussed-SIDS/Infant Sleeping Position

290-2-3-.07 Swimming Pools & Water-related Activities(CR)

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Child # 1 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

Child # 5 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

Child # 6 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

Child # 7 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

290-2-3-.08 Children's Records**Not Met****Finding**

290-2-3-.08(1)(c) requires the Home to maintain a file for each Child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations; enrollment in the home may not continue for more than 30 day without such evidence. It was determined by a review of children's files that the home did not have such evidence for four of nine enrolled children.

POI (Plan of Improvement)

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

Correction Deadline: 3/7/2017

290-2-3-.08 Parental Authorization(CR)**Met****Comment**

Parent Authorizations Obtained/Completed

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR)**Met****Correction Deadline: 8/19/2016****Corrected on 3/7/2017**

.11(2)(f) - No hazards observed accessible on this date.

290-2-3-.13 Physical Plant-Structural/Mechanical(CR)**Met****Comment**

Home Clean, Free of Hazards

290-2-3-.13 Playgrounds(CR)**Met****Correction Deadline: 8/29/2016****Corrected on 3/7/2017**

.13(2)(b) - Surfacing was fluffed and redistributed under the swings. The provider is going to remove the swings.

Health and Hygiene

290-2-3-.11 Medications(CR)**N/A****Comment**

The Provider does not administer medication.

Licensure

290-2-3-.04 Application Requirements(CR)**Met****Comment**

The provider was observed to be operating under proper licensing requirements, with a current license.

Correction Deadline: 3/7/2017**Safety and Discipline**

290-2-3-.11 Animals **Met**

Comment

Animals Clean/Appropriately Caged

290-2-3-.11 Discipline(CR) **Met**

Comment

Observed-Positive Learning Environment

290-2-3-.11 First Aid Kit **Met**

Comment

Observed Kit Complete

290-2-3-.11 Transportation(CR) **N/A**

Comment

No transportation.

Staff Records

290-2-3-.21 Criminal Records Check(CR) **Not Met**

Finding

290-2-3-.21(1)(e) requires every Employee hired before January 1, 2014 must have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file. If the Employee has only a satisfactory Preliminary Records Check, the Employee must obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined by a review of staff files that the helper did not have a satisfactory criminal record check determination on file.

POI (Plan of Improvement)

The Home Provider will ensure that every employee has a Satisfactory Determination as required by the Rules. The helper had completed the LiveScan process, however the application to the department was not completed. The consultant completed and submitted the application through Decal Koala while on site.

Correction Deadline: 3/7/2017

290-2-3-.07 Independent Contractors(CR) **N/A**

Comment

No Independent contractors

290-2-3-.07 Other Staff Direct Contact with Children(CR) **N/A**

Comment

No additional staff

290-2-3-.07 Staff Training **Met**

Comment

Health/Safety training reminder

290-2-3-.08 Staff Training **Met**

Comment

Observed training complete for the 2016 year.

Correction Deadline: 3/7/2017

290-2-3-.07 Students-in-Training(CR) **N/A**

Comment

No Students-in-training

290-2-3-.07 Volunteers(CR)

N/A

Comment

No Volunteers

Staff:Child Ratios and Supervision

290-2-3-.07 Staff:Child Ratios(CR)

Met

Comment

Appropriate Ratios Observed

290-2-3-.07 Supervision(CR)

Met

Comment

Observed-Adequate Supervision