



**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:** 5/12/2017    **VisitType:** Monitoring Visit    **Arrival:** 9:00 AM    **Departure:** 11:45 AM

**FR-000002153**

**Hartley, Cathy L**

345 Elam Road Gordon, GA 31031 Wilkinson County  
(478) 233-4523 clhch@yahoo.com

**Regional Consultant**

Sondra Paster

Phone: (478) 314-5803  
Fax: (478) 314-5811  
sondra.paster@dec.al.gov

**Mailing Address**  
Same

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/12/2017	Monitoring Visit	Support	
10/24/2016	Complaint Investigation & Licensing Study	Good Standing	
10/24/2016	Complaint Closure	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	0	0	0	0	0
1 & 2 Years	2	2	0	0	0
3 & 4 Years	4	9	0	0	0
School Age(5+) Years	1	1	0	2	3
<b>Total Under 13 Years</b>	7	12	0	2	2
<b>Total Under 18 Years</b>	7				

Children Present: 7

Total Children: 17

Caregivers/Helpers Present: 5

Total Caregivers/Helpers: 6

**More than 6 for pay**


6 for pay present & no-pay present does not have a notarized no-pay statement

**Comments**

A criminal record check letter was left on this date.

Plan of Improvement: To Be Submitted 05/26/2017

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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.

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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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.

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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)

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Cathy Hartley, Program Official

Date

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Sondra Paster, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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**Findings Report**

**Date:** 5/12/2017    **VisitType:** Monitoring Visit    **Arrival:** 9:00 AM    **Departure:** 11:45 AM

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**290-2-3-.19 Infant-Sleeping Safety Requirements(CR)** **Met**

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Comment**

No enrolled children in cribs

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

**Comment**

No Swimming Activities Provided

**Comment**

Observed-Pool Not in Use-Gates Locked

<b>Children's Records</b>
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**290-2-3-.08 Parental Authorization(CR)** **Not Met**

**Finding**

290-2-3-.08 (1)(d) requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on a review of children's records that the home did not have emergency medical care authorization on file for two of seven children present.

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**Correction Deadline: 5/12/2017**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Home Clean, Free of Hazards

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**290-2-3-.13 Playgrounds(CR)** **Met**

**Comment**

Outside Area Clean, Well Maintained

<b>Licensure</b>
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**290-2-3-.04 Application Requirements(CR)** **Not Met**

**Finding**

290-2-3-.04(1)(d)requires a person that provides care for more than six children for pay, as defined in the rules, to make application to the Department for a license to operate as a Child Care Learning Center. It was determined based on observation that the provider had seven children present for pay.

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**Correction Deadline: 5/12/2017**

**Recited on 5/12/2017**

<b>Safety and Discipline</b>
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**290-2-3-.11 Discipline(CR)** **Met**

**Comment**

Observed-Discussion/Redirection

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

**Comment**

No Routine Transportation Provided

<b>Staff Records</b>
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**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 based on observation that the provider's spouse was observed to be without a fingerprint determination letter on this date.

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**Correction Deadline: 5/12/2017**

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

No Independent contractors

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**290-2-3-.07 Other Staff Direct Contact with Children(CR)****Met****Comment**

Other direct contact staff- Satisfactory records check

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

No Students-in-training

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**290-2-3-.07 Volunteers(CR)****N/A****Comment**

No Volunteers

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Not Met****Finding**

290-2-3-.07(7) requires the Home to ensure that the total number of Children unrelated to the provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six children, except during two designated hours approved by the Department. It was determined based on observation that seven unrelated children were present.

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**Correction Deadline: 5/22/2017****Recited on 5/12/2017**