



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)



**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.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](mailto:qualityrated@decal.ga.gov)

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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  
2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334  
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 11/30/2017 **VisitType:** LS POI Follow Up

**Arrival:** 10:15 AM

**Departure:** 12:45 PM

**FR-000002153**

**Hartley, Cathy L**

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

**Mailing Address**  
Same

**Regional Consultant**

Sondra Paster

Phone: (478) 314-5803

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The following information is associated with a LS POI Follow Up:

### Activities and Equipment

**290-2-3-.12 Equipment and Supplies(CR)**

**Met**

**Comment**

The consultant observed no unsecured or hazardous equipment on this date.

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

**Not Met**

**Finding**

290-2-3-.19(1)(a)3 requires that each crib and other equipment approved for infant sleep 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 one infant was observed to have a loose sheet in a pack and play on this date.

**POI (Plan of Improvement)**

The Home Provider will ensure that each crib or other equipment approved for infant sleep has a tight-fitting sheet that is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 11/30/2017**

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

**Met**

**Comment**

No Swimming Activities Provided

**Comment**

Observed pool locked and not in use.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2 Met

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2),Proof of No Liability Insurance Form

Child # 5 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2),Proof of No Liability Insurance Form,Infant Feeding Plan - (.10)(4)

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**290-2-3-.08 Children's Records**

**Not Met**

**Finding**

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on observation that two of ten children enrolled were observed to be without signed parent liability acknowledgement forms.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 11/30/2017**

**Finding**

290-2-3-.08(2) 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 days without such evidence. It was determined based on observation that four of ten children enrolled were observed to be without updated immunization forms.

**POI (Plan of Improvement)**

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

**Correction Deadline: 11/30/2017**

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

**Met**

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

**Corrected on 11/30/2017**

**The provider was observed to have updated emergency medical authorizations on this date.**

**Facility**

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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

**Not Met**

**Finding**

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on observation that there was no documentation that fire drills had been completed for the month of October.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

**Correction Deadline: 12/30/2017**

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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

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**Food Service**

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**290-2-3-.10 Food Service & Nutrition Met**

**Comment**

Menu observed to meet USDA guidelines as the consultant observed Hot dogs, Corn, peas, bread and milk being served for lunch on this date.

**Correction Deadline: 11/30/2017**

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**290-2-3-.10 Kitchen Operations Met**

**Comment**

Kitchen observed to be clean and maintained on this date.

**Correction Deadline: 11/30/2017**

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**Health and Hygiene**

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**290-2-3-.11 Children's Health and Hygiene(CR) Met**

**Comment**

Observed-Proper hand washing

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**290-2-3-.11 Diapering Areas & Practices(CR) Met**

**Comment**

Observed-Proper Diapering

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

**Comment**

The provider stated that medication is not given at the home.

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**Licensure**

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

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

**Corrected on 11/30/2017**

The provider was observed to have five children for pay present on this date.

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**Safety and Discipline**

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

**Comment**

Appropriate Vaccination Records

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

**Comment**

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

**Comment**

Observed Kit Complete

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

**Comment**

No Routine Transportation Provided

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|----------------------|
| <b>Staff Records</b> |
|----------------------|

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**290-2-3-.21 Criminal Records Check(CR)** **Technical Assistance**

**Comment**

Criminal Records Check complete

**Comment**

No new hires

**Technical Assistance**

The provider was informed that a fingerprint background determination for any staff that had fingerprints completed before January 1, 2014 must obtain an updated fingerprint determination by October 1, 2018. The provider was further informed that all staff must have a comprehensive background check determination on file no later than October 1, 2017.

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

**Corrected on 11/30/2017**

**The consultant observed a comprehensive background determination for the provider's spouse on this date.**

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**290-2-3-.07 First Aid & CPR** **Met**

**Comment**

Observed-Provider Certified First Aid & CPR

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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 Staff Qualifications(CR)** **Met**

**Comment**

Staff qualifications/compliance with law

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

**Comment**

Health/Safety training observed.

**Comment**

Observed-Documentation of Annual Training for 2017

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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

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|---|
| <b>Staff:Child Ratios and Supervision</b> |
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**290-2-3-.07 Staff:Child Ratios(CR)**

**Met**

**Correction Deadline: 5/22/2017**

**Corrected on 11/30/2017**

**Consultant observed ratios to be met on this date.**

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

**Met**

**Comment**

Observed-Adequate Supervision