





**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)

Denetrice Adams, Program Official

Date

Katrina Maddox, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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Atlanta, GA 30334  
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 7/30/2018    **VisitType:** Licensing Study    **Arrival:** 11:55 AM    **Departure:** 2:25 PM

**FR-000002596**

**Adams, Denetrice M.**

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

A variety of equipment and toys were observed.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

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

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Child # 7

Met

Child # 8

Met

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

**Met**

**Correction Deadline: 7/30/2018**

**Corrected on 7/30/2018**

**.08(2) - Citation has been corrected. Immunization for one child was observed and was updated. Consultant received an email from other child's physician's office regarding delay of vaccines due to potential seizure disorder. The child will be seen for neurological evaluation prior to receiving immunizations. An updated immunization records form will be given once the child returns back to the doctors office and receives immunizations on 8/28/2018 to be up to date.**

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

**Met**

**Comment**

Parent authorizations obtained/completed.

**Facility**

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

The Home appears clean and free from hazards.

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

**Met**

**Comment**

The outside area appears clean and well maintained.

**Food Service**

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**290-2-3-.10 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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

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

**Health and Hygiene**

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

**Comment**

Proper hand washing observed throughout the Home.

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Discussed proper medication documentation and procedures. Per provider no medication is being dispensed.

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**Licensure**

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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, related or unrelated, 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, the provider was caring for eight children on this date, seven children not related for pay and one child related not for pay during the visit.

**POI (Plan of Improvement)**

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

**Correction Deadline: 7/30/2018**

**Recited on 7/30/2018**

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**Safety and Discipline**

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

**Comment**

The Family Child Care Learning Home does not keep animals on premises.

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

**Comment**

Pleasant interactions observed between the provider and children in care.

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Complete first aid kit observed in the Family Child Care Learning Home

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

**Comment**

The provider does not provide routine transportation.

## Staff Records

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

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Please be mindful of training expiration dates.

**290-2-3-.07 Independent Contractors(CR)** **Met**

**Comment**

The facility does not currently have any independent contractors employed.

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

**Comment**

The facility does not currently have any additional staff employed.

**290-2-3-.07 Staff Qualifications(CR)** **Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

**Comment**

Annual training requirement and documentation observed. Training was checked during the recent licensing study in May 2018.

**290-2-3-.07 Students-in-Training(CR)** **Met**

**Comment**

The facility does not currently have any students-in-training employed.

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

**Comment**

The facility does not currently have any volunteers employed.

## Staff:Child Ratios and Supervision

**290-2-3-.07 Staff:Child Ratios(CR)** **Not Met**

**Finding**

290-2-3-.07(11) 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, the provider was caring for eight children on this date, seven children unrelated for pay and one child related not for pay.

**POI (Plan of Improvement)**

The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

**Correction Deadline: 7/30/2018**

**Recited on 7/30/2018**

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

**Met**

**Comment**

The Provider was observed directly supervising and being attentive to the needs of the children.