





Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Tammie Campbell, Program Official

Date

Chrissy Miller, 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:** 2/23/2021 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 10:00 AM

**FR-000010265**

**Campbell, Tammie A**

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**Regional Consultant**

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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**

Toys and equipment appeared to be clean and safe from hazardous conditions during the virtual inspection.

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

**N/A**

**Comment**

Care is not provided for any infant required to be in a crib

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.08(2) - Please ensure that each Child has an updated immunization form on file as required. The children must have an updated immunization record before being present for care. There were no children present during the virtual inspection.

**Correction Deadline: 2/23/2021**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.08(3) - Please ensure that all parental authorizations are documented and on file for each Child that is enrolled in the Home and present for care.

Correction Deadline: 2/23/2021

## Facility

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

Met

#### Comment

An operable and appropriately sized fire extinguisher was observed in the home this date.

#### Comment

Operable smoke detector(s) were observed as required in the home this date.

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

Met

#### Comment

The Home appeared clean and free from hazards during the virtual inspection. Please be mindful to keep items that pose a hazard inaccessible to children.

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

Technical Assistance

#### Comment

A virtual visit was completed due to COVID-19. The grass on the playground appeared to be well maintained. The consultant discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

#### Technical Assistance

290-2-3-.13(2)(d) - The consultant and the Provider discussed the regulations regarding barriers for the outside play area and ensuring that they are not hazardous to the children in care.

Correction Deadline: 2/23/2021

## Food Service

### 290-2-3-.10 Food Service & Nutrition

Met

#### Comment

CACFP Meal Pattern Requirements: 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

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

Met

#### Comment

The Provider stated proper knowledge of hand washing procedures during the virtual inspection. The consultant also observed hand washing supplies in the bathroom.

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

Met

#### Comment

The Provider stated proper knowledge of diapering procedures during the virtual inspection.

### 290-2-3-.11 Medications(CR)

N/A

#### Comment

Per the provider no medication is currently dispensed

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**Licensure**

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

Application requirements reviewed with the Provider on this date.

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**Safety and Discipline**

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

There were no children present during the time of the inspection. Regulations regarding proper discipline were discussed with the Provider on this date.

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

The provider does not provide routine transportation.

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**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Met**

**Correction Deadline: 12/2/2020**

**Corrected on 2/23/2021**

**.21(1)(a) - The consultant observed this rule to be corrected on this date. The Provider had a new Comprehensive Records Check Determination on file. Per the Provider, the resident will not be present at the Home while children are present for care.**

**Correction Deadline: 12/2/2020**

**Corrected on 2/23/2021**

**.21(1)(c) - The consultant observed this rule to be corrected on this date. The Provider had a new Comprehensive Records Check Determination on file. Per the Provider, the resident will not be present at the Home while children are present for care.**

**Correction Deadline: 12/2/2020**

**Corrected on 2/23/2021**

**.21(1)(m)3. - The consultant observed this rule to be corrected on this date. The Provider had a new Comprehensive Records Check Determination on file. Per the Provider, the resident will not be present at the Home while children are present for care.**

**290-2-3-.07 First Aid & CPR****Not Met****Finding**

290-2-3-.07(8) requires the Home to maintain for the Provider and any Provisional Employee or Employee with direct care responsibilities current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by certified or licensed health care professionals or trainers and which dealt with emergency care for infants and children. Such training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. The Provider, a Provisional Employee or Employee with current CPR and first aid training must always be on the Home's premises and on any field trip whenever any Child is present. It was determined based on the consultant's review of records that the Provider did not provide valid and current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid as requested.

**POI (Plan of Improvement)**

The Home will obtain the required CPR and first aid training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested. The Home will ensure that there is always a Staff person on the Home's premises and on any field trip whenever any Child is present.

**Correction Deadline: 5/28/2021**

**Recited on 2/23/2021**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on February 15, 2021.

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

**Not Met**

**Finding**

290-2-3-.07(7) requires that the Provider, Employees and Provisional Employees with direct care responsibilities shall complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on the consultant's review of records that the Provider did not have evidence of training in health and safety upon request.

**POI (Plan of Improvement)**

The Provider will complete the required training and will ensure any Employees or Provisional Employees complete the training. The Provider will develop a plan to ensure that any new Staff hired complete the training as required.

**Correction Deadline: 5/28/2021**

**Finding**

290-2-3-.07(9) requires that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department- approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained in the Home by the Provider, as required by these rules. It was determined based on review of files that the provider had not completed ten hours of annual training for 2020 as required.

**POI (Plan of Improvement)**

The Home will obtain the required annual training for Staff and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

**Correction Deadline: 12/31/2021**

**Recited on 2/23/2021**

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**Staff:Child Ratios and Supervision**

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

**Not Evaluated**

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Not Evaluated**

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)