





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)

Michelle Mcelwaney, Program Official

Date

April Brown, 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:** 9/10/2019    **VisitType:** Licensing Study    **Arrival:** 12:40 PM    **Departure:** 2:05 PM

**FR-0500062**

**McElwaney, Michelle L**

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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 observed to be clean and safe from hazardous conditions on this date.

**Comment**

Equipment and furniture observed to be properly secured, as applicable on this date.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position on this date.

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

**N/A**

**Comment**

There was no pool on the property on this date. The provider stated swimming activities were not provided at this time.

### Children's Records

**Records Reviewed: 6**

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

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

Child # 6

Met

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

**Met**

**Comment**

Records were observed to be complete and well organized on this date.

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

**Met**

**Comment**

Parent authorizations obtained and completed on this date.

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**Facility**

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

**Met**

**Comment**

Consultant observed completed emergency drills and discussed with the provider to ensure lock down drills and a review of emergency plan procedures are incorporated as required.

**Comment**

No hazards observed accessible to children on this date.

**Comment**

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

**Comment**

Operable smoke detectors were observed as required in the home 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 on this date.

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

**Met**

**Comment**

The outside area appears clean and well maintained on this date.

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**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

The provider stated children were served fish sticks, Rice A Roni, corn, bananas, and milk for lunch on this date.

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**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 on this date.

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

**Met**

**Comment**

The provider stated proper knowledge of diapering procedures on this date.

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

**N/A**

**Comment**

Per the provider no medication was currently dispensed at this time.

**Licensure**

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

**Met**

**Comment**

Appropriate number of children observed in Family Child Care Learning Home on this date. A current 2019 license was observed in the home on this date.

**Safety and Discipline**

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

**Met**

**Comment**

Appropriate vaccination records were available on this date. Bella's vaccinations were due to be completed by September 18, 2019. Joe's vaccinations were due to be completed by February 17, 2022. Bella (cat) Joe (dog)

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

**Met**

**Comment**

The provider was observed to maintain a positive learning environment on this date.

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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 on this date.

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

**Met**

**Comment**

The provider does not provide routine transportation at this time.

**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(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 which was completed on January 10, 2019.

**Comment**

Criminal records checks were observed to be complete on this date.

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

Evidence observed that the provider was certified in First Aid and CPR which was completed on November 28, 2017.

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

Staff observed to be compliant with applicable laws and regulations on this date.

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

Annual training requirement and documentation observed completed for 2018 as required.

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

Appropriate ratios were observed on this date.

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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 on this date.