





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

\_\_\_\_\_  
Ericka Baker, Program Official Date

\_\_\_\_\_  
Chrissy Miller, Consultant Date

\_\_\_\_\_  
Stacy Whitten, 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:** 8/8/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:20 AM    **Departure:** 12:00 PM

**FR-14306**

**Baker, Ericka A**

1702 E. 34th Street Savannah, GA 31404 Chatham County  
(912) 306-7311 erickab17.eb@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@decal.ga.gov

Joint with: Stacy Whitten

The following information is associated with a Monitoring Visit:

### 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)**

**Not Met**

**Finding**

290-2-3-.19(1)(b)1 requires that cots and mats shall be of sound construction and of sufficient size to accommodate comfortably the size and weight of the child. Mats must be in good repair, washable, covered with waterproof material and at least two inches (2") thick. It was determined based on the Consultant's observation, that three of the eight mats were torn, exposing the cushion inside.

**POI (Plan of Improvement)**

The Home Provider will repair or replace cots and mats so they meet requirements.

**Correction Deadline: 8/23/2019**

**Technical Assistance**

290-2-3-.19(4) - Please rearrange the sheets so that each of the child sheets are not touching.

**Correction Deadline: 8/8/2019**

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

**Met**

**Comment**

Home does not provide swimming activities.

**Comment**

There is no pool on the property

### Children's Records

**Records Reviewed: 9**

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

Child # 1

Met

**Records Reviewed: 9**

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

Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met

---

**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 a review of records that one child did not have a signed no liability acknowledgement form on file.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation as required.

**Correction Deadline: 8/9/2019**

**Recited on 8/8/2019**

<b>Facility</b>
-----------------

---

**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 the Consultant's review of records, that the provider did not have evidence of the 2019 tornado drills, 2019 lockdown drills, monthly smoke detector documentation for Jan 2019 - July 2019, and monthly fire extinguisher documentation for Jan 2019 - July 2019.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills for the remaining 2019 year, completing the documentation, and keeping the documentation on file for two years.

**Correction Deadline: 8/12/2019**

**Recited on 8/8/2019**

---

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.13(1)(e) - During the visit, the provider covered three outlets and secured one hanging cord in the back playroom. There were no children present in this room during the visit.

**Correction Deadline: 8/8/2019**

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

290-2-3-.13(2)(d) - Please secure the white and green barrier surrounding the shed so that it closes completely. Please remind anyone that has access to the shed to close it when entering and exiting the barrier.

**Correction Deadline: 8/8/2019**

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

Please remind staff to wash their hands after disinfecting the changing area.

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

Discussed diapering procedures with the provider.

**290-2-3-.11 Medications(CR)****Not Evaluated****Comment**

Per the provider no medication is currently dispensed

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

Appropriate number of children observed in Family Child Care Learning Home this date. There were five children for pay present during this visit.

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

Age-appropriate discussion and/or redirection observed.

**290-2-3-.11 Transportation(CR)****Not Evaluated****Comment**

The provider does not provide routine transportation.

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

Criminal records checks were observed to be complete.

**Comment**

Provider provided one file for employees hired since last visit.

---

**290-2-3-.07 Provider Qualifications**

**Not Met**

**Finding**

290-2-3-.07(2) requires the Provider to submit evidence of one of the following prior to initial Licensure: a Child Development Associate credential; Technical Certificate of Credit in Early Childhood Education; Technical College Diploma in Early Childhood Education; Associate Degree in Early Childhood Education; Paraprofessional Certificate; Bachelor's degree in Early Childhood Education; Master's degree in Early Childhood Education. It was determined based on the Consultant's review of staff records and the provider's statement, that the provider did not have evidence of a CDA and did not renew it as required. The provider did not have another credential or degree to present.

**POI (Plan of Improvement)**

The Home will obtain and submit the necessary documentation for the Provider. The provider was given information about Decal Scholars

**Correction Deadline: 12/31/2019**

---

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

**Met**

**Comment**

Discussed staff qualifications and compliance with applicable laws and regulations.

**Correction Deadline: 8/8/2019**

---

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

**Not Met**

**Finding**

290-2-3-.07(15) requires that each adult responsible for the supervision of the children, if not the Provider, shall receive orientation regarding these rules; the Provider's policies regarding discipline, injuries and illnesses, and release of Children; the Provider's written plan for handling emergencies; and appropriate information about any Child's specific health needs. It was determined based on the Consultant's review of staff records, that one staff hired since June 10, 2019 does not have evidence of orientation on file.

**POI (Plan of Improvement)**

The Home will ensure that each adult responsible for the supervision of the children, shall receive orientation regarding these rules, the Provider's required policies, plans for handling emergencies and appropriate information about any Child's specific health needs.

**Correction Deadline: 9/7/2019**

---

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

**Met**

**Comment**

Please be aware that volunteers that provide consistent services are considered either Employees or Provisional Employees for the purposes of these rules and must comply with the background check requirements as outlined in Rule 290-2-3-.21

Criminal Records and Comprehensive Background Checks before being present at the Home while children are present for care or before residing in the Home.

---

**Staff:Child Ratios and Supervision**

---

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

**Met**

**Comment**

Appropriate ratios were observed on this date.

---

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

**Met**

**Comment**

Adequate supervision observed on this date.