



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

- 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

Shantat Reese, Program Official

Date

Stacey Foston, 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: 10/12/2018 **VisitType:** Licensing Study

Arrival: 9:50 AM

Departure: 12:55 PM

FR-14654

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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

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

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Observed one pack and play for the one infant present. The children mats were stored as required.

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

N/A

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1), Immunization Form - (.08)(2)

Child # 3

Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1), Allergy/Medical Information - (.08)(4)

Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 5	Met
Child # 6	Met
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Physician & Emergency Contact Information - (.08)(1)	
Child # 8	Met
Child # 9	Met

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

Not Met

Finding

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on a review of records that one child present did not have an enrollment record. In addition the Child's physician information and allergy information was not complete for all children.

POI (Plan of Improvement)

The Home Provider will obtain the missing information and maintain the Children's records as required.

Correction Deadline: 10/15/2018

Finding

Previously Cited: 290-2-3-.11(1)(b) requires the family day care 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 day without such evidence. It was determined based on review of records, that two children had expired immunization records on file.

POI (Plan of Improvement)

Previously Cited: The home provider will ensure that an immunization record/signed affidavit is on file for each enrolled child.

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

Correction Deadline: 10/19/2018

Recited on 10/12/2018

Facility

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

Technical Assistance

Technical Assistance

290-2-3-.11(2)(c) - Discussed the new emergency preparedness plans and emergency drill forms. The consultant left copies of the new forms.

Correction Deadline: 11/11/2018

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Comment

The Home appears clean and free from hazards.

290-2-3-.13 Playgrounds(CR) **Not Met**

Correction Deadline: 3/9/2018

Corrected on 10/12/2018

.13(2)(a) - The previous citation has been corrected.

Finding

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on observation that the fence around the play area measures three feet ten inches and not four foot as required.

POI (Plan of Improvement)

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The provider has purchased material to add to the top of the fence to ensure it measures four feet. The provider will install the material.

Correction Deadline: 11/16/2018

Recited on 10/12/2018

Health and Hygiene

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

Comment

Proper hand washing observed throughout the Home.

290-2-3-.11 Diapering Areas & Practices(CR) **Not Met**

Finding

290-2-3-.11(1)(f) requires diapers to be changed in the Child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change. It was determined based on observation that the changing pad was torn with the inner foam exposed preventing it from being disinfected properly as required.

POI (Plan of Improvement)

To ensure the control of disease transmission, the Home Provider will change diapers in the child's crib or a nonporous surface. The consultant discussed with the provider about replacing the torn pad or covering it with a non porous covering.

Correction Deadline: 10/15/2018

Recited on 10/12/2018

Comment

Staff state proper knowledge of diapering procedures.

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

The provider states that she does not dispense medication.

Licensure

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 a review of records that there were seven children for pay present.

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.

Correction Deadline: 10/12/2018

Safety and Discipline

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

Age-appropriate discussion and/or redirection observed.

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

Please add missing adhesive tape.

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

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

Evidence observed that the provider was certified in First Aid and CPR.

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

Staff observed to be compliant with applicable laws and regulations.

Finding

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. 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 programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records that the provider only had documentation for 6 hours of annual training for the year 2017.

POI (Plan of Improvement)

The Home will obtain the required annual training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the consultant by the close of business on October 15, 2018. The consultant did observe the provider has completed the required hours of training for the year 2018.

Correction Deadline: 12/31/2018

Staff:Child Ratios and Supervision

Finding

290-2-3-.07(12) 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 a review of records that there were seven children unrelated to the provider present. The provider did not have documentation to verify one child's relationship to the provider.

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. The provider will obtain the proper documentation for the one child.

Correction Deadline: 10/22/2018**Comment**

Adequate supervision observed on this date.