





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)

Sharon Jefferson, Program Official

Date

Kelly Jones, 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:** 3/11/2021    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 1:00 PM

**FR-24960**

**Jefferson, Sharon D**

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**Regional Consultant**

Kelly Jones

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kelly.jones@decal.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Met

**Comment**

Discussed with the provider to add toys and materials to enhance the learning environment by rotating for disinfecting.

**Comment**

Toys and equipment observed to be clean and safe from hazardous conditions.

**Comment**

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

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

Met

**Comment**

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

**Comment**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

#### 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

**Facility**

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

Emergency Drill- A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain records as required by the department.

**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.

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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. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through on this date. Staff stated knowledge of proper hand washing procedures

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through on this date. Staff stated knowledge of proper diapering procedures.

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

Per the provider no medication is currently dispensed

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<b>Licensure</b>
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**290-2-3-.04 Application Requirements(CR)****Met****Comment**

Appropriate number of children observed in Family Child Care Learning Home this date.

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<b>Policies and Procedures</b>
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**290-2-3-.06 Parental Access****Met****Comment**

290-2-3-.06 - Parental Access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 3/11/2021**

## Safety and Discipline

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through on this date. Staff stated knowledge of appropriate discipline procedures. Pleasant interactions observed between the provider and children in care.

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

Met

#### Comment

The provider does not provide routine transportation.

## 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 9/10/2020.

#### Comment

One of one Criminal records checks were observed to be complete.

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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 the virtual walk through on this date. The program is in compliance with the Executive Order issued on February 15, 2021.

**Finding**

Previously Cited: 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 review of provider's training certificates that the provider completed four out of ten hours of required training for 2018.

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 a review of records that the provider did not have evidence of completing the annual ten (10) clock hours of training for the year 2020 on file.

**POI (Plan of Improvement)**

Previously Cited: 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 Department, if requested.

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 3/11/2021**

**Staff:Child Ratios and Supervision**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through on this date. Staff stated knowledge of appropriate discipline procedures. Appropriate ratios were observed on this date.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through on this date. Staff stated knowledge of appropriate discipline procedures. Adequate supervision observed on this date.