





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)

Jocelyn Robinson, Program Official

Date

Haley Carwile, 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:** 1/10/2019    **VisitType:** Licensing Study    **Arrival:** 11:05 AM    **Departure:** 12:30 PM

**FR-25198**

**Robinson, Jocelyn M**

2010 LEWDEN STREET Savannah, GA 31415 Chatham County  
(912) 484-2138 jocelynrob.jr@gmail.com

**Mailing Address**

2010 LEWDEN STREET  
SAVANNAH, GA 31415

**Regional Consultant**

Haley Carwile

Phone: (229) 317-9868

Fax: (229) 317-9865

haley.carwile@decal.ga.gov

The following information is associated with a Licensing Study:

### 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)**

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 15**

**Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met
Child # 11	Met
Child # 12	Met
Child # 13	Met
Child # 14	Met
Child # 15	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	

**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 three of thirteen enrolled children did not have a file at the home as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/11/2019**

**Recited on 1/10/2019**

**Finding**

290-2-3-.08(2) requires the 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 days without such evidence. It was determined based on review of children's files that three children did not have proof of immunization records at the home.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/24/2019**

**Recited on 1/10/2019**

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

---

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

**Comment**

No hazards observed accessible to children on this date.

---

**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)** **Met**

**Comment**

The outside area appears clean and well maintained.

---

**Health and Hygiene**

---

---

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

**Comment**

Staff were observed to remind children to wash hands.

---

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

**Comment**

The provider stated appropriate diapering procedures.

---

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

**Comment**

Provider stated she has not given any medication at the home.

---

**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 observation that the home had twelve children in care on this date.

**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. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

**Correction Deadline: 1/10/2019**

---

**Safety and Discipline**

---

---

**290-2-3-.11 Animals** **N/A**

**Comment**

The Family Child Care Learning Home does not keep animals on premises.

---

**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.

---

<b>Staff Records</b>
----------------------

---

**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

**Comment**

Criminal records checks were observed to be complete.

---

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

Staff observed to be compliant with applicable laws and regulations.

---

<b>Staff:Child Ratios and Supervision</b>
---

---

**290-2-3-.07 Staff:Child Ratios(CR)****Not Met****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 observation that eight unrelated children for pay were present.

**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.

**Correction Deadline: 1/20/2019**

---

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

Adequate supervision observed on this date.