





**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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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.ga.gov](mailto:CCSRefutations@dec.ga.gov).

- 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.ga.gov/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)

Aysha Khan, Program Official

Date

Margarita Collier, 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:** 9/26/2017    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 11:50 AM

**FR-39011**

**Khan, Aysha**

944 Herndon Street Atlanta, GA 30318 Fulton County  
(678) 637-5620 aysha.khandavis@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934  
Fax: (678) 891-5989  
margarita.collier@decals.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Observed-Variety Of Equipment

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

**Met**

**Comment**

Not caring for infants

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 5**

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

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

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**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 consultant's review of children's records the provider did not have a file for one of five children present on this date.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the Children's records as required. Per provider, the parent will be returning the enrollment paperwork on Tuesday, September 26, 2017.

**Correction Deadline: 9/26/2017****Technical Assistance**

Please be mindful of the children's immunization certificates expiration dates.

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Met****Comment**

Consultant observed complete documentation of fire and tornado drills on this date. Please ensure to complete a lock down drill by December 31, 2017.

**Correction Deadline: 10/26/2017****Comment**

Consultant observed a working fire extinguisher and smoke detector on this date.

**Comment**

Observation-No Hazards Accessible

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

Home Clean, Free of Hazards

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

Please ensure to monitor the trees surrounding the playground area for weak and/or loose branches.

**Comment**

No Pool on Property

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

Consultant observed the provider to remind children to wash their hands on this date.

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

Staff Stated Proper Knowledge

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

The provider does not administer any medications at this time.

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**Licensure**

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

Appropriate number of children

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**Safety and Discipline**

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

No Animals Kept

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

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

No Routine Transportation Provided

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**Staff Records**

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**290-2-3-.21 Criminal Records Check(CR)****Met****Comment**

Consultant reviewed two staff files on this date. Consultant observed two of two staff members to have evidence of a satisfactory determination letter on file on this date.

**Comment**

Per provider there have been no new hires since the previous visit was conducted on March 8, 2017.

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

Observed-Provider Certified First Aid &amp; CPR

**Comment**

Please add insect sting preparation to the first aid kit.

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

Consultant observed the provider to comply with all laws and regulations on this date.

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

Observed-Documentation of Annual Training

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**Staff:Child Ratios and Supervision**

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

Appropriate Ratios Observed

**Comment**

Observed-Direct Supervision/Attention To Needs