





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)

Martha Cubillos, Program Official

Date

Dianne Clarke, 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:** 10/22/2020 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 11:30 AM

**FR-39125**

**Cubillos, Martha L**

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(678) 993-7008 marthacc129@hotmail.com

**Mailing Address**  
Same

**Regional Consultant**

Dianne Clarke

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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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Toys and equipment observed to be clean and safe from hazardous conditions.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The correct number of cots and cribs were observed.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

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

Child # 1

Met

Child # 2

Met

Child # 3

Met

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

**Met**

**Correction Deadline: 11/15/2019**

Corrected on 10/22/2020

.08(1) - The previous citation was observed to be corrected. Discussed regarding ensuring that all information is completed on enrollment applications.

## Facility

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The Home appears clean and free from hazards.

### 290-2-3-.13 Playgrounds(CR)

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The outside area appears clean and well maintained.

## Food Service

### 290-2-3-.10 Food Service & Nutrition

Met

#### Comment

CACFP Meal Pattern Requirements: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk 5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk 2 of 5 Components for snack Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers. The Crediting Handbook for the CACFP can be located on DECAL and USDA's website: DECAL <http://decal.ga.gov/CACFP/Handbook.aspx> USDA <http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Discussed regarding ensuring to post menu according to the rule changes that went into effect on October 1, 2020.

## Health and Hygiene

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the Home during the virtual visit.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Provider on this date.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider no medication is currently dispensed.

## Licensure

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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. There were three children and two adults present.

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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 were met per COVID-19 guidelines.

**Correction Deadline: 10/22/2020**

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<b>Safety and Discipline</b>
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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. Regulations regarding proper discipline were discussed with the Provider on this date. The provider stated that redirection is used to discipline.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The provider does not provide routine transportation.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal records checks were observed to be complete.

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

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

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on September 30, 2020.

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<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Appropriate ratios were observed on this date.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.