





Please refer to the website, <http://www.dec.ga.gov/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.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)



**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.ga.gov/>  
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.ga.gov](mailto:qualityrated@dec.ga.gov)

Denise Roland, Program Official \_\_\_\_\_ Date

Margarita Collier, Consultant \_\_\_\_\_ Date

Ashley Shirah, 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:** 8/24/2020    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 1:30 PM

**FR-47803**

**Roland, Denise**

191 Hanarry Drive Lawrenceville, GA 30046 Gwinnett County  
(404) 200-5392 godslittlecreations77@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

Joint with: Ashley Shirah

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**

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

**Technical Assistance**

Discussed SIDS and infant sleeping position.

**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

### 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****Technical Assistance****Technical Assistance**

Please ensure that that parents update the following information in the children's records:

- Parents personal/work contact number and home/work address
- Release to persons' name, address, and relation to the parent/child
- Emergency contact persons' name and contact number
- Doctor's name and contact information
- Any diagnosed allergies, chronic illnesses, and special needs
- Immunization certificates

---

**290-2-3-.08 Parental Authorization(CR)****Met****Comment**

Parent authorizations obtained/completed.

---

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

---

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

---

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

---

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

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Monitor the grounds for exposed tree roots.

---

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

---

**290-2-3-.10 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Consultant discussed milk and food alternatives with the provider on this date. Please ensure that all food allergies are documented by the parents and any required milk and/or food alternatives are documented by the parent and medical professional as needed.

---

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

---

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

Provider stated the proper handwashing procedures for the children and staff.

---

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

Consultant discussed the use of potty chairs with the director on this date. Please monitor the potty chairs for normal wear and tear and continue to sanitize and disinfect each potty chair after every use.

---

**290-2-3-.11 Medications(CR)****Technical Assistance****Technical Assistance**

The consultant discussed proper medication documentation and procedures. If a child is absent and/or the parent does not provide the child's medication for a specific date, please ensure to document the date and the reason why the medication was not administered for that date.

---

|                  |
|------------------|
| <b>Licensure</b> |
|------------------|

---

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

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

---

|                              |
|------------------------------|
| <b>Safety and Discipline</b> |
|------------------------------|

---

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

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

---

**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 director on this date.

---

**290-2-3-.11 First Aid Kit****Technical Assistance****Technical Assistance**

Please monitor the expiration dates of antibacterial ointment and insect stinging ointment.

---

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

The provider does not provide routine transportation.

---

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

---

**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****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 was conducted on February 25, 2020.

**Comment**

Criminal records checks were observed to be complete.

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

---

**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**

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 August 15, 2020. Staff observed to be compliant with applicable laws and regulations.

---

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

**Comment**

Annual training requirement and documentation observed.

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

---

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

**Comment**

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. The consultant discussed proper supervision of children, including being prompt to children's needs with the provider.