



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.

- 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

Yolanda James, Program Official

Date

Jacquelyn Sims, 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: 4/3/2019 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 1:35 PM

FR-49312

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The following information is associated with a Monitoring Visit:

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

Pleasant naptime environment observed.

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

Comment

There is no pool on the property

Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 1

Child # 1 Not Met

"Missing/Incomplete Components"

Documentation of Family Relationship - .08(12)

Child # 2 Met

Child # 3 Met

Child # 4 Met

Child # 5 Met

Child # 6 Met

Child # 7

Met

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

Not Met

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.08(1) - No previous citation was observed on the visit form.

Finding

290-2-3-.08(12) requires that documentation for the care of related children in the Home, other than the Providers own children, include a notarized statement of family relationships by the Parent(s). It was determined that the provider lacked documentation of relationship form for her grandson.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 4/5/2019

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 a review of records that provider lacked an immunization record.for one of seven children has been enrolled at the home for more than thirty days

POI (Plan of Improvement)

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

Correction Deadline: 4/5/2019

Recited on 4/3/2019

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.08(9) - Correction of previous citation in that the consultant observed complete sign in/out sheets for October 10, 2018 through the morning of April 3, 2019.

290-2-3-.08 Parental Authorization(CR)

Met

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.08(3) - Correction of previous citation in that parental authorizations were observed to be complete for seven of seven enrolled children.

Facility

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

Not Met

Finding

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records, that the provider lacked fire drill documentation for October through December Of 2018 and March of 2019. Documentation was observed to be complete for January and February of 2019.

POI (Plan of Improvement)

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

Correction Deadline: 4/30/2019

Recited on 4/3/2019

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

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.11(1)(i) - Correction of previous citation in that the consultant observed the provider to wash hands prior to diapering a child.

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.11(1)(j) - Correction of previous citation in that that the consultant observed the provider to assist diapered children with washing hands during the diapering process.

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

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.11(1)(f) - Correction of previous citation in that the consultant observed a non porous diaper changing pad to be used by the provider.

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

Correction Deadline: 10/9/2018

Corrected on 4/3/2019

.11(1)(d) - Correction of previous citation in that the provider stated that she does no longer dispenses medications.

Licensure

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

Comment

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

Safety and Discipline

290-2-3-.11 Animals**Not Evaluated****Comment**

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

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

Pleasant interactions observed between the provider and children in care.

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

The provider does not provide routine transportation.

Staff Records

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.

Staff:Child Ratios and Supervision

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**

Adequate supervision observed on this date.