





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)

Sheri Scott, Program Official

Date

Kelly Jones, 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:** 6/8/2021      **VisitType:** Licensing Study      **Arrival:** 1:30 PM      **Departure:** 3:00 PM

**FR-49642**

**Scott, Sheri L**

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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 variety of equipment and toys were observed.

**Comment**

Toys and equipment observed to be clean and safe from hazardous conditions.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

Met

**Comment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**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: 4**

**Records with Missing/Incomplete Components: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 3**

Child # 2	Met
Child # 3 <u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	Not Met
Child # 4 <u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	Not Met

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

**Not Met**

**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 child #1, child #3 and child #4 did not have evidence of current immunization records on file on this date.

**POI (Plan of Improvement)**

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

**Correction Deadline: 6/8/2021**

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

**Met**

**Comment**

Parent authorizations obtained/completed.

**Facility**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(a) - Consultant discussed with the provider to ensure to utilize the updated plan form.

**Correction Deadline: 6/18/2021**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain records as required by the department.

**Comment**

No hazards observed accessible to children on this date.

**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.

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

**Met**

**Comment**

The Home appears clean and free from hazards.

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

**Met**

**Correction Deadline: 11/6/2020**

**Corrected on 6/8/2021**

.13(2)(c) - The previous citation was observed to be corrected on this date . The provider is using the carport area for play.

**Correction Deadline: 11/4/2020**

**Corrected on 6/8/2021**

.13(2)(d) - The previous citation was observed to be corrected on this date . The provider is using the carport area for play and has closed the enclosed the end of the carport with a temporary mesh fence to ensure the children would be contained and safe from potential hazards.

## 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. Hand washing was not directly observed during the virtual walk through on this date. Staff stated knowledge of proper hand washing procedures.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through on this date. Staff stated proper knowledge of diapering procedures.

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

Met

#### Comment

Per the provider no medication is currently dispensed

## Licensure

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

Technical Assistance

#### Technical Assistance

290-2-3-.04(1)(d) - Consultant discussed with the provider that due to county/city zoning the provider has a maximum capacity of caring for no more than four children for pay .

## Policies and Procedures

### 290-2-3-.06 Parental Access

Met

#### Comment

290-2-3-.06 - Parental Access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 6/8/2021**

## Safety and Discipline

### 290-2-3-.11 Animals

Met

#### Comment

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

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

**Comment**

The provider and/or the home's employee were observed to maintain a positive learning environment on this date. A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through on this date. Staff stated knowledge of appropriate discipline procedures.

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**290-2-3-.11 First Aid Kit** **Met**

**Comment**

Please replace/add missing/expired item(s) in first aid kit(s).

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

**Comment**

The provider does not provide routine transportation.

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**Staff Records**

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**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**

One of One 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**

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during the virtual walk through on this date. The program is in compliance with the Executive Order issued on May 28, 2021..

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

**Comment**

Annual training requirement and documentation observed.

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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 were observed on this date.

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

**Comment**

Adequate supervision observed on this date. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.