





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

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:** 2/5/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 12:00 PM

**FR-49642**

**Scott, Sheri L**

150 Sherwood Drive Athens, GA 30606 Clarke County  
(706) 351-9881 ssherri27@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Margarita Collier

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

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.

**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

**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

### Facility

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

**Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children.

**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)****Not Met****Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined based on consultant's observation that the following hazards were observed on the playground area:

- The AC unit did not have a barrier around it and was accessible to the children receiving care on this date.
- Tree limbs were hanging over the fence on the back right side and back left side of the fence.
- Broken tree limbs and concrete blocks were observed throughout the grounds of the playground area creating a potential tripping hazard.
- An unlocked shed containing rust, furniture cushions, concrete blocks, and wooden boards were located on the back right side of the playground area.
- A rotting wooden board was sitting on the front right side of the playground area next to the fence.
- Four wooden tree stumps were observed on the grounds creating a potential tripping hazard.

**POI (Plan of Improvement)**

The provider stated she plans to use the carport area for outside time once the area is fully enclosed. The consultant discussed placing a barrier around the AC unit to prevent the children from accessing the unit during outside time and remove the broken tree branches and concrete blocks from the playground area with the provider on this date. Consultant also discussed trimming the tree limbs back from the fence to prevent future damage to the fence surrounding the playground area and painting the tree stumps a bright color to prevent a potential tripping hazard with the provider on this date.

**Correction Deadline: 2/12/2019****Recited on 2/5/2019****Finding**

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on consultant's observation that the fence on the front left side of the playground measured approximately between three feet one inch and three feet and seven inches when four feet is required.

**POI (Plan of Improvement)**

The Provider stated she plans to use the carport area for outside play time once she gets it completely enclosed.

**Correction Deadline: 2/12/2019****Recited on 2/5/2019**

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

Staff were observed to remind children to wash hands.

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

Staff state proper knowledge of diapering procedures.

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

The provider does not administer medication 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 observed in Family Child Care Learning Home this date.

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**Safety and Discipline**

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

Age-appropriate discussion and/or redirection observed.

**Comment**

The provider and/or the home's employee were observed to maintain a positive learning environment on this date.

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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)****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 July 30, 2018.

**Comment**

Consultant reviewed the provider's file on this date. Consultant observed the provider to have evidence of a satisfactory comprehensive criminal record check letter on file on this date.

**Technical Assistance**

Consultant discussed the following information with the director on this date:

- Please ensure that all future applicants/staff (i.e. teachers, substitute teachers, therapist, etc.) are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

- Monitor the expiration dates of all current staff members' comprehensive criminal record check letters (expires every five years unless there is a six month or longer break in employment from the child care industry).

- Please ensure to port any new hires' comprehensive criminal record check letters via the center's DECAL KOALA account.

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

Staff observed to be compliant with applicable laws and regulations.

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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**

The Provider was observed directly supervising and being attentive to the needs of the children.