





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)

Robin Marzet, Program Official

Date

April Brown, 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:** 5/30/2019    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 3:10 PM

**FR-9900108782**

**Marzet, Robin K**

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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**

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

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position on this date. Consultant also discussed with the provider to ensure infant sheets are changed or washed daily as required.

**Comment**

There were no children present during the time of the inspection on this date.

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

**N/A**

**Comment**

There is no pool on the property on this date. The provider stated swimming activities are not provided.

### Children's Records

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

**Technical Assistance**

**Technical Assistance**

Please ensure that all children's files have a current and updated records for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released.

**Correction Deadline: 5/30/2019**

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

Parent authorizations obtained and completed on this date.

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**Facility**

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

Home observed complete emergency drills on this date.

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home on this date.

**Comment**

Operable smoke detectors were observed as required in the home on 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 on this date. No children were present.

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

The outside area appears clean and well maintained on this date.

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**Food Service**

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**290-2-3-.10 Food Service & Nutrition****Met****Comment**

Consultant discussed the new USDA guidelines with the provider on this date.

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**Health and Hygiene**

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

The provider stated proper knowledge of handwashing procedures on this date.

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

The provider stated appropriate diapering procedures on this date.

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**290-2-3-.11 Medications(CR)****N/A****Comment**

The provider stated no medication is currently dispensed at this time.

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**Licensure**

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

Application requirements reviewed with the Provider on this date. A current 2019 license was observed to be posted in the home on this date.

## Safety and Discipline

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

**Comment**

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

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**290-2-3-.11 Discipline(CR)** **Not Evaluated**

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Comment**

Please replace/add missing/expired items in first aid kit as needed: insect sting.

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**290-2-3-.11 Transportation(CR)** **N/A**

**Comment**

The provider does not provide routine transportation at this time.

## 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 which was completed on August 29, 2018.

**Comment**

Criminal records checks were observed to be complete on this date.

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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 which was completed on May 5, 2019.

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

**Comment**

Provider observed to be compliant with applicable laws and regulations on this date.

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**290-2-3-.07 Staff Training** **Not Met**

**Finding**

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records that the provider did not complete 10 hours of annual training for 2018 as required.

**POI (Plan of Improvement)**

The Home will obtain the required annual training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

**Correction Deadline: 6/29/2019**

<b>Staff:Child Ratios and Supervision</b>
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<b>290-2-3-.07 Staff:Child Ratios(CR)</b>	<b>Not Evaluated</b>
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**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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<b>290-2-3-.07 Supervision(CR)</b>	<b>Not Evaluated</b>
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**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)