



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

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: 3/10/2020 **VisitType:** Monitoring Visit **Arrival:** 1:10 PM **Departure:** 2:50 PM

FR-9900108782

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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

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

290-2-3-.19 Infant-Sleeping Safety Requirements(CR) **Not Met**

Comment

Discussed SIDS and infant sleeping position with the provider on this date.

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Finding

290-2-3-.19(1)(a)3 requires that each crib and other equipment approved for infant sleep shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that an infant was observed in a pack and play with sheets that were not tight-fitted as required. The infant was not observed to be asleep. Additionally, the provider reported that infant sheets were not changed or washed daily as required.

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Correction Deadline: 3/10/2020

Recited on 3/10/2020

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

N/A

Comment

There was no pool on the property on this date. The provider stated swimming activities were not provided at this time.

Children's Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

Release Person Information - (.08)(10), Mom Work # Missing -(.08)(1), Dad Work # Missing -(.08)(1), Immunization Form - (.08)(2)

Child # 2

Met

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

Not Met

Finding

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and 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. It was determined based on a review of records two enrolled children's enrollment files were missing parent's work name, work address, work phone numbers, release person's address, release person's phone number and physician's address.

Correction Deadline: 3/12/2020

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR)**Not Met****Finding**

290-2-3-.11(2)(a) requires the Home to have a written plan for handling emergencies, including but not limited to fire, severe weather, loss of electrical power or water, and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Home. The Home will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions. No Home personnel shall impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on a review of records that the provider did not have a written plan for emergencies as required.

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Correction Deadline: 3/13/2020**Recited on 3/10/2020**

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

Please ensure all potentially hazardous items are inaccessible to children in care as required.

Technical Assistance

Please ensure all electrical outlets are covered in rooms that children in care sleep in as required.

Correction Deadline: 3/10/2020

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

The outside area appears clean and well maintained on this date. Consultant discussed with the provider to ensure all play equipment is properly put together prior to allowing children to play.

Health and Hygiene

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

The provider was observed to remind children to wash hands as required on this date.

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

Please ensure diapers are changed on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change as required.

Correction Deadline: 3/10/2020

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

Discussed proper medication documentation and procedures although the provider stated medication was not being dispensed or administered at this time.

Licensure

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

Comment

Application requirements reviewed with the Provider on this date.

Comment

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

Safety and Discipline

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

Comment

The provider was observed to maintain a positive learning environment on this date.

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

Comment

The provider does not provide routine transportation at this time.

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 which was completed on July 31, 2019.

Comment

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

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

Comment

The provider was observed to be compliant with applicable laws and regulations on this date.

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

Finding

Previously Cited: 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 the provider did not complete 10 hours of annual training for 2018 as required.

290-2-3-.07(9) requires that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department- approved source. 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 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 2019 as required.

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Correction Deadline: 12/31/2020

Recited on 3/10/2020

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.