





Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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@decal.ga.gov](mailto:CCSRefutations@decal.ga.gov).

- 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://decal.ga.gov/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)

Levet Miles, 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:** 2/15/2022    **VisitType:** Licensing Study    **Arrival:** 2:00 PM    **Departure:** 3:00 PM

**FR-50295**

**Miles, Levet**

419 Jodeco Court Stockbridge, GA 30281 Henry County  
(678) 698-4193 nbny@naturally4kids.com

**Mailing Address**  
Same

**Regional Consultant**

April Brown

Phone: (770) 357-5101  
Fax: (770) 357-5102  
april.brown@decal.ga.gov

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)**

**Technical Assistance**

**Technical Assistance**

Consultant discussed with the provider to ensure 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.

**Correction Deadline: 2/15/2022**

**Technical Assistance**

Consultant discussed with the provider Infant Safe Sleep rules as follows and provided the provider with the safe sleep policy for parents: Rule 290-2-3-.19(2) requires that a Family Child Care Learning Home shall provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants and one-year-old children when placed for sleep in a safety approved crib or in any other type of equipment approved for infant sleep. Staff shall place an infant to sleep on the infant's back unless the Parent has provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back, but allow the infant to roll over into his or her preferred positions and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant, however swaddling shall not be used unless the Home has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant such as but not limited to crib gyms, toys, mirrors and mobiles.

**Correction Deadline: 2/15/2022**

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

**N/A**

**Comment**

Home does not provide swimming activities at this time.

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**Children's Records**

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**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met

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

**Not Met**

**Comment**

Records were observed to be complete and well organized on this date.

**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 one out of four children's records contained expired immunizations.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/18/2022**

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**Facility**

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

**Met**

**Comment**

Home observed to have completed emergency drills for 2021 as required on this date.

**Comment**

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 on this date.

**Comment**

Operable smoke detector(s) 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.

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

**Met**

**Comment**

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

## Food Service

### 290-2-3-.10 Food Service & Nutrition

Met

#### Comment

Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. A Virtual Visit was conducted due to the COVID-19 pandemic.

## Health and Hygiene

### 290-2-3-.11 Children's Health and Hygiene(CR)

Met

#### Comment

Provider stated proper knowledge of hand washing and hygiene procedures on this date.

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

Met

#### Comment

Provider stated proper knowledge of diapering procedures on this date.

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

N/A

#### Comment

Per the provider no medication was currently dispensed at this time.

## Licensure

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

Met

#### Comment

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

## Safety and Discipline

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

N/A

#### Comment

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

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

Met

#### Comment

Age-appropriate discussion and redirection observed on this date.

### 290-2-3-.11 First Aid Kit

Met

#### Comment

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

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

N/A

#### 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 13, 2021.

#### Comment

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

### 290-2-3-.07 First Aid & CPR

Technical Assistance

#### Technical Assistance

Please ensure the successful completion of in person / hands on biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by certified or licensed health care professionals or trainers and which dealt with emergency care for infants and children. Such training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. The Provider, a Provisional Employee or Employee with current CPR and first aid training must always be on the Home's premises and on any field trip whenever any Child is present. It was determined based on a review of records the provider completed online First Aid and CPR instead of in person hands on First Aid and CPR as required. The provider has a scheduled in person / hands on training set for February 23, 2022.

**Correction Deadline: 3/13/2022**

### 290-2-3-.07 Staff Qualifications(CR)

Met

#### Comment

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

### 290-2-3-.07 Staff Training

Met

#### Comment

The provider completed the 10 hour health and safety training on October 28, 2019.

#### Comment

Annual training requirement and documentation observed for 2021 on this date.

## 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. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.