



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

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.

- 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)

Ericka Baker, Program Official

Date

Stacey Foston, 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: 2/1/2022 **VisitType:** Licensing Study **Arrival:** 10:40 AM **Departure:** 11:20 AM

FR-14306

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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.

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

Met

Comment

The children mats and bedding was stored as required. Observed Pack-N-Plays available for the infants enrolled in the Family Child Care Learning Home.

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

Met

Comment

Per the Provider, the Home does not provide swimming activities.

Children's Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 10

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form, Allergy/Medical Information - (.08)(4), Emergency Medical Authorization - (.08)(3), Immunization Form - (.08)(2), Parents Names Missing - (.08)(1), Mom Home # Missing - (.08)(1), Mom Work # Missing - (.08)(1), Dad Home # Missing - (.08)(1), Dad Work # Missing - (.08)(1), Release Person Information - (.08)(10)

Child # 3

Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Proof of No Liability Insurance Form,Dad Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Mom Home # Missing -(.08)(1),Parents Names Missing -(.08)(1)

Child # 4 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2),Proof of No Liability Insurance Form

Child # 5 Not Met

"Missing/Incomplete Components"

Parents Names Missing -(.08)(1),Mom Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1),Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Proof of No Liability Insurance Form

Child # 6 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2),Proof of No Liability Insurance Form

Child # 7 Not Met

"Missing/Incomplete Components"

Parents Names Missing -(.08)(1),Mom Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1),Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Infant Feeding Plan - (.10)(4),Proof of No Liability Insurance Form

Child # 8 Not Met

"Missing/Incomplete Components"

Parents Names Missing -(.08)(1),Mom Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1),Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Proof of No Liability Insurance Form

Child # 9 Not Met

"Missing/Incomplete Components"

Parents Names Missing -(.08)(1),Immunization Form - (.08)(2),Physician & Emergency Contact Information - (.08)(1),Dad Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Mom Home # Missing -(.08)(1),Release Person Information - (.08)(10),Allergy/Medical Information - (.08)(4),Emergency Medical Authorization - (.08)(3),Proof of No Liability Insurance Form,Infant Feeding Plan - (.10)(4)

Child # 10 Not Met

"Missing/Incomplete Components"

Parents Names Missing -(.08)(1),Mom Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1),Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Proof of No Liability Insurance Form

Child # 11 Not Met

"Missing/Incomplete Components"

Parents Names Missing -(08)(1), Mom Home # Missing -(08)(1), Mom Work # Missing -(08)(1), Dad Home # Missing -(08)(1), Dad Work # Missing -(08)(1), Physician & Emergency Contact Information - (08)(1), Immunization Form - (08)(2), Emergency Medical Authorization - (08)(3), Allergy/Medical Information - (08)(4), Release Person Information - (08)(10), Proof of No Liability Insurance Form

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 that 11 children records were not submitted to the Department for review.

POI (Plan of Improvement)

The Home Provider stated she has records for all the enrolled children. The Home Provider will ensure documents are submitted for review when requested by the Department.

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

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on a review of records that the Home did not submit written parental acknowledgement of no liability for 11 children.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation. The provider will submit documents to the Department when requested,

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

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined based on a review of records that the Home did not submit documentation to attest to the pay status of children in care.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation. The Provider will submit documents to the Department as required.

Correction Deadline: 2/18/2022**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 review of records that the Home Provider did not submit the requested immunization records for nine children.

POI (Plan of Improvement)

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child. The provider will ensure documents are submitted to the Department as requested.

Correction Deadline: 2/18/2022

Finding

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that arrival and departure records were not submitted to the Department for review. .

POI (Plan of Improvement)

The Home will ensure documents are submitted to the Department as requested,

Correction Deadline: 2/18/2022

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

Not Met

Finding

290-2-3-.08(3)requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on a review of records that the Home did not submit to the Department , parental authorization for emergency medical care for 11 children.

POI (Plan of Improvement)

The Provider stated she has the children records. The Provider will ensure that records are submitted to the Department as requested.

Correction Deadline: 2/18/2022

Facility

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

Met

Comment

Observed documentation of emergency drills and emergency preparedness plans,

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.

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

Met

Comment

The Home appears clean and free from hazards.

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

Not Met

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 observation that there was a five inch gap at the bottom of the back fence on the outside play area.

POI (Plan of Improvement)

The Home will place a barrier in front of the fence.

Correction Deadline: 2/25/2022

Food Service

Finding

290-2-3-.10(3) requires a signed written feeding plan for children less than one (1) year of age be obtained from Parent(s). Instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the main child care area and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that the Home did not submit feeding plans to the Department for review.

POI (Plan of Improvement)

The Provider will ensure documents are submitted to the Department as requested. The Home will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis.

Correction Deadline: 2/18/2022

Finding

290-2-3-.10(6) requires the Home to provide a menu listing all meals and snacks to be served during the current week. Substitutions shall be recorded on the posted menu. Menus shall be retained at the Home for six (6) months. It was determined based on a review of records that the Home did not submit a menu to the Department as requested.

POI (Plan of Improvement)

The Home will ensure documents are submitted to the Department for review when requested. T

Correction Deadline: 2/18/2022

Health and Hygiene

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

Met

Comment

Proper hand washing observed throughout the Home.

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

Met

Comment

The provider and helper stated appropriate diapering procedures.

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

N/A

Comment

Per the provider no medication is currently dispensed

Licensure

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

Not Met

Finding

290-2-3-.04(1)(d) requires a person that provides care for more than six children for pay, related or unrelated, as defined in these rules, shall make application to the Department for a license to operate a Child Care Learning Center, except as provided in 290-2-3-.07(15). It was determined based on observation that there were 11 children present during the visit. The Home did not submit documentation to attest to the relationship and pay status of the children in care.

POI (Plan of Improvement)

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Provider stated she has relationship and no pay affidavits for the required children. The affidavits were not submitted for review. The Provider will ensure documents are submitted tot the Department when requested.

Correction Deadline: 2/18/2022

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.

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

Comment

Complete first aid kit observed in the Family Child Care Learning Home

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

Comment

The provider does not provide routine transportation.

Staff Records

290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR) Met

Comment

Criminal records checks were observed to be complete.

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

Comment

Evidence observed that the provider and helper is certified in First Aid and CPR.

290-2-3-.07 Provider Qualifications Not Met

Finding

290-2-3-.07(2) requires the Provider to submit evidence of one of the following prior to initial Licensure: a Child Development Associate credential; Technical Certificate of Credit in Early Childhood Education; Technical College Diploma in Early Childhood Education; Associate Degree in Early Childhood Education; Paraprofessional Certificate; Bachelor's degree in Early Childhood Education; Master's degree in Early Childhood Education. It was determined based on a review of records that the Provider did not submit evidence of a credential or a plan to obtain a credential to the Department as requested.

POI (Plan of Improvement)

The Provider will obtain and submit the necessary documentation to the Department.

Correction Deadline: 2/25/2022

Recited on 2/1/2022

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

Comment

Staff observed to be compliant with applicable laws and regulations.

290-2-3-.07 Staff Training Met

Comment

Annual training requirement and documentation observed for the year 2021.

Staff:Child Ratios and Supervision

290-2-3-.07 Staff:Child Ratios(CR)

Not Met

Finding

290-2-3-.07(15) requires the Home to ensure that the total number of Children not Related to the Provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six Children, except that a Provider may care for two additional children who are three years of age or older for two designated one hour periods daily upon approval approved by the Department. It was determined based on observation that there were 11 children present during the visit and the Home did not submit documents to attest to the relationship status of the children n care.

POI (Plan of Improvement)

The Provider stated she has relationship affidavits for the required children. The Provider will ensure to submit documents to the Department as requested. The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

Correction Deadline: 2/18/2022

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

Met

Comment

Adequate supervision observed on this date.