





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)

Rosa Green, 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:** 1/11/2022    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 10:40 AM

**FR-27198**

**Green, Rosa M**

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**Mailing Address**

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**Regional Consultant**

Stacey Foston

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stacey.foston@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**

A variety of equipment and toys were observed.

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

**Met**

**Comment**

A pack-n-play was observed in the home. The children cots and bedding were stored as required.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 5**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 3 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 4 Met

**Records Reviewed: 7****Records with Missing/Incomplete Components: 5**

Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	

**290-2-3-.08 Children's Records****Not Met****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 Home did not submit documentation of parental acknowledgment of no liability insurance for each child.

**POI (Plan of Improvement)**

The Provider stated the forms are on file however were not submitted with administrative review paperwork.

**Correction Deadline: 1/27/2022**

**Facility**

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

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

**Comment**

Operable smoke detector(s) and a fire extinguisher was observed as required in the home on this date.

**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)****Met****Comment**

The outside area appears clean and well maintained.

**Food Service**

**290-2-3-.10 Food Service & Nutrition****Not Met**

**Finding**

290-2-3-.10(8) requires that food be served according to manufacturer's instructions and recommendations. 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. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability. It was determined based on a review of documents submitted by the Home that grapes and hotdogs were listed on menu.

**POI (Plan of Improvement)**

The Home will ensure menu items are compliant with the rules and USDA guidelines.

**Correction Deadline: 1/11/2022**

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

Staff stated proper knowledge of hand washing and hygiene procedures.

<b>290-2-3-.11 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

The provider stated appropriate diapering procedures. The diapering area was observed to be in good condition.

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

Per the provider no medication is currently dispensed

<b>Licensure</b>
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<b>290-2-3-.04 Application Requirements(CR)</b>	<b>Met</b>
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**Comment**

Appropriate number of children observed in Family Child Care Learning Home this date. There were seven children for pay present and the Provider was within her approved time to care for two additional children.

<b>Safety and Discipline</b>
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<b>290-2-3-.11 Animals</b>	<b>Met</b>
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**Comment**

Appropriate vaccination records were available for the one dog in the Home.

<b>290-2-3-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Age-appropriate discussion and/or redirection observed.

<b>290-2-3-.11 First Aid Kit</b>	<b>Met</b>
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**Comment**

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

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

**N/A**

**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)**

**Met**

**Comment**

Criminal records checks were observed to be complete.

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

**Met**

**Comment**

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

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

**Met**

**Comment**

Annual training requirement and documentation for the year 2021 was observed to be complete for the Provider and Helper.

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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**

Adequate supervision observed on this date.