





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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the user id for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

Kathy Watts, Program Official

Date

Laura Johnson, Regional 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:** 6/28/2023 **VisitType:** POI Follow Up **Arrival:** 9:40 AM **Departure:** 10:45 AM

**FR-54859**

**Watts, Kathy**

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Same

The following information is associated with a POI Follow Up:

**Children's Records**

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

Met

Correction Deadline: 6/30/2023

Corrected on 6/28/2023

.08(1) - This citation was corrected. All children had complete child enrollment forms on this date.

Correction Deadline: 6/30/2023

Corrected on 6/28/2023

.08(11) - This citation was corrected on this date. All children had no liability insurance forms on file.

Correction Deadline: 6/7/2023

Corrected on 6/28/2023

This citation was corrected. All children had complete immunization records on file on this date.

**Licensure**

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

Met

Correction Deadline: 6/7/2023

Corrected on 6/28/2023

.04(1)(d) - This citation was corrected on this date. There were six unrelated children kept for pay and two related children kept for no pay present on this date.

**Staff Records**

Correction Deadline: 6/30/2023

Corrected on 6/28/2023

.07(7) - This citation was corrected on staff had evidence of completing Health and Safety Orientation on this date.

<b>Staff:Child Ratios and Supervision</b>
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Correction Deadline: 6/17/2023

Corrected on 6/28/2023

.07(15) - This citation was corrected. Appropriate staff:child ratios were observed.