**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

## Cover Sheet

**Date:** 3/15/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 11:00 AM

**FR-000002246**

**Harris, Maxine C**

301 FLINT DRIVE Montezuma, GA 31063 Macon County
(478) 244-6193 alleencollier93@yahoo.com

**Mailing Address**
301 FLINT DRIVE
MONTEZUMA, GA 31063

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726
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**Quality Rated:** ★

| Compliance Zone Designation | | |
|---|---|---|
| 03/15/2022 | Licensing Study | Good Standing |
| 07/21/2021 | Monitoring Visit | Good Standing |
| 02/25/2021 | Licensing Study | Good Standing |

**Compliance Zone Designation** - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.

**Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.
**Support** - Program performance is demonstrating a need for improvement in meeting rules.
**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**Ratios/License Capacity**

| Age Ranges | Children Present | Child For Pay | CAPS | Not for Pay | Provider Children |
|---|---|---|---|---|---|
| **Infant (0-11 mos)** | 0 | 0 | 0 | 0 | 0 |
| **1 & 2 Years** | 4 | 3 | 0 | 0 | 0 |
| **3 & 4 Years** | 2 | 2 | 0 | 1 | 0 |
| **School Age(5+) Years** | 2 | 2 | 0 | 1 | 0 |
| **Total Under 13 Years** | 8 | 7 | 0 | 2 | 0 |
| **Total Under 18 Years** | 8 | | | | |

Children Present: 8
Caregivers/Helpers Present: 2
Total Children: 10
Total Caregivers/Helpers: 1

**Comments**
An in person visit was conducted on March 15, 2022. An Administrative review and exit were conducted on March 23, 2022.

Plan of Improvement: Developed This Date 03/15/2022

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).

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 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 a1 855-800-7747 or** qualityrated@decal.ga.gov **for more information. Free techincal assistance is available!**

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.

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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 with the userid 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.'

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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)

| | | | |
|---|---|---|---|
| Maxine Harris, Program Official | Date | Brandi Mangino, Consultant | Date |

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# Findings Report

**Date:** 3/15/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 11:00 AM

**FR-000002246**

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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)** **Technical Assistance**

**Comment**
Care is not provided for any infant required to be in a crib

**Technical Assistance**
Please ensure that sheets and blankets for cots are used daily and cleaned weekly or as needed.

**Correction Deadline: 3/15/2022**

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

**Comment**
Home does not provide swimming activities.

## Children's Records

**Records Reviewed: 8** **Records with Missing/Incomplete Components: 5**

Child # 1 Not Met

"Missing/Incomplete Components"

Dad Work # Missing -(.08)(1)

Child # 2 Not Met

"Missing/Incomplete Components"

Dad Home # Missing -(.08)(1)

| | |
|---|---|
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Not Met |

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1)

| | |
|---|---|
| Child # 6 | Not Met |

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1)

| | |
|---|---|
| Child # 7 | Not Met |

"Missing/Incomplete Components"

Dad Work # Missing -(.08)(1)

| | |
|---|---|
| Child # 8 | 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 recods that the following information was missing from enrollment applications:
-one of 11 did not have the first page that list the kids name, parents information and emergency contact information
-two of 11 did not have the physicans name or number
--three of 11 did not have the father's work information
-one of 11 did not have any information listed for the father.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the Children's records as required.

**Correction Deadline: 3/15/2022**

**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 a review of records that one of 11 children did not have immunization record submitted by the required deadline.

**POI (Plan of Improvement)**

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

**Correction Deadline: 3/15/2022**

**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 documents that no sign in and out documents were submitted for the administrative as requested by the due date.

**POI (Plan of Improvement)**
The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required.

**Correction Deadline: 3/15/2022**

## 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 documents that the required emergency prepardness plan was not submitted with the administrative review.

**POI (Plan of Improvement)**
The Home Provider will complete a written plan for emergencies.

**Correction Deadline: 3/25/2022**

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

**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)(c) requires that climbing and swinging equipment that are not portable have a resilient surface beneath the equipment and the fall zone from such equipment, which is adequately maintained by the Home to assure continuing resilient. It was determined based on observation that the swing set did not have any resilient surfacing and and inadequate fall zone due to a tree located begin the swing.

**POI (Plan of Improvement)**
The Home will ensure that there is an adequate resilient surface under and in the fall zone of climbing  and swinging equipment. The Home will inspect equipment and resilient surfacing material regularly and repair or replenish as needed.

**Correction Deadline: 3/25/2022**

**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 the front fencing facing the road was not secured at the bottom and posted a entrapment hazard.

**POI (Plan of Improvement)**
The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

**Correction Deadline: 3/15/2022**

**Technical Assistance**
Please ensure that limbs are removed and tree roots are visible or covered.

## Health and Hygiene

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

**Comment**
Proper hand washing of children and staff was discussed with the provider on this date.

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

**Comment**
The provider stated appropriate diapering procedures.

**290-2-3-.11 Medications(CR)** **Not Evaluated**

**Comment**
Per the provider no medication is currently dispensed

## Licensure

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

**Comment**
Application requirements reviewed with the Provider on this date.

## Safety and Discipline

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

**Comment**
Age-appropriate discussion and/or redirection observed.

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

**Comment**
The provider does not provide routine transportation.

## 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

Please be mindful of the expiration date of the providers criminal record check

**290-2-3-.07 First Aid & CPR** **Not Met**

**Finding**
290-2-3-.07(8) requires the Home to maintain for the Provider and any Provisional Employee or Employee with direct care responsibilities current evidence of successful completion of a 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 that first aid and CPR was not submitted for the aministrative review.

**POI (Plan of Improvement)**
The Home will obtain the required CPR and first aid training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested. The Home will ensure that there is always a Staff person on the Home's premises and on any field trip whenever any Child is present.

**Correction Deadline: 4/14/2022**

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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**

**Correction Deadline: 2/25/2021**

**Corrected on 3/15/2022**
**.07(9) - Citation corrected.**

## 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.