





Please refer to the website, <http://www.dec.state.ga.us/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 at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical 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.

#### 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 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.'

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)

Tammie Campbell, Program Official

Date

Chrissy Miller, 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:** 9/22/2022 **VisitType:** Monitoring Visit

**Arrival:** 1:40 PM

**Departure:** 3:35 PM

**FR-000010265**

**Campbell, Tammie A**

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**Regional Consultant**

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**Mailing Address**

Same

The following information is associated with a Monitoring Visit:

**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**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

**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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Child # 7

Met

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

Met

Correction Deadline: 5/12/2022

Corrected on 9/22/2022

.08(1) - The consultant observed this rule to be corrected. The Home had evidence of completed enrollment records.

Correction Deadline: 6/1/2022

Corrected on 9/22/2022

.08(2) - The consultant observed this rule to be corrected. The Home had evidence of up to date immunizations for the children enrolled in the Home.

Correction Deadline: 5/5/2022

Corrected on 9/22/2022

.08(9) - The consultant observed this rule to be corrected. The Home had evidence of having attendance sheets for the week of September 19, 2022 to September 23, 2022. Please ensure that the signature/initials of the parent or authorized pick-person and the time is included on the attendance records for when each child arrives and departs from the program.

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

Met

Correction Deadline: 5/12/2022

Corrected on 9/22/2022

.08(3) - The consultant observed this rule to be corrected. The Home had evidence of the enrolled children having complete parental authorizations on file.

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

Met

Correction Deadline: 5/5/2022

Corrected on 9/22/2022

.11(2)(a) - The consultant observed this rule to be corrected. Please use the template provided to ensure that the written emergency plans for the program is comprehensive, inclusive, and includes a plan for handling emergencies.

Correction Deadline: 5/31/2022

Corrected on 9/22/2022

.11(2)(c) - The consultant observed this rule to be corrected. Please use the template provided to update the fire and safety drills documentation for the Home.

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

Met

**Comment**

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

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

Technical Assistance

**Technical Assistance**

290-2-3-.13(2)(a) - Discussed repairing the House skirt along the bottom of the Home in the playground area to ensure that the area does not pose a hazard to the children in care. There were no children present in the outside play area during the visit.

Correction Deadline: 10/2/2022

## Food Service

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

Met

Correction Deadline: 5/9/2022

Corrected on 9/22/2022

.10(6) - The consultant observed this rule to be corrected. The food menu was observed to be posted and current for September of 2022.

## Health and Hygiene

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

Met

**Comment**

Staff state proper knowledge of hand washing and hygiene procedures.

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

N/A

**Comment**

There are no diapered children currently enrolled in the program.

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)

Met

**Comment**

Appropriate number of children observed in Family Child Care Learning Home this date. The consultant observed one child for pay present during the visit.

## Policies and Procedures

290-2-3-.14 Required Reporting

Met

Correction Deadline: 4/19/2022

Corrected on 9/22/2022

.14(5) - The consultant observed this rule to be corrected. The Home does not have any incidents or notifiable communicable diseases to report as of September 22, 2022.

## Safety and Discipline

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

Met

**Comment**

Pleasant interactions observed between the staff and children in care.

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. Discussed getting a criminal records check for any residents who are 17 or older.

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

Met

Correction Deadline: 5/27/2022

Corrected on 9/22/2022

.07(8) - The consultant observed this rule to be corrected. The Provider had valid evidence of completing CPR and first aid training.

#### Comment

Discussed that at least one person with a valid CRC must be present at the Home whenever children are present for care.

### 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

Defer

Correction Deadline: 5/27/2022

Corrected on 9/22/2022

.07(7) - The consultant observed this rule to be corrected. The Provider had valid evidence of health and safety training.

#### Defer

290-2-3-.07(9)- The Provider must complete at least ten (10) annual training hours by December 31, 2022 to be in compliance with this rule. This rule will be evaluated at the first visit in 2023.

#### POI (Plan of Improvement)

The Home will obtain the required annual training for Staff and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

Correction Deadline: 12/31/2022

## 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.