





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

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)



**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@decal.ga.gov](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**

Sharon Jefferson, Program Official

Date

Lynn Schnitzer, 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:** 6/1/2023 **VisitType:** Monitoring Visit **Arrival:** 10:25 AM **Departure:** 12:30 PM

**FR-24960**

**Jefferson, Sharon D**

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

**290-2-3-.12 Equipment and Supplies(CR)**

**Met**

**Comment**

Toys and equipment observed to be clean and safe from hazardous conditions.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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)**

**Not Evaluated**

**Comment**

Home does not provide swimming activities.

**Children's Records**

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(3), Proof of No Liability Insurance Form, Physician & Emergency Contact Information - (.08)(1)

Child # 4

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

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

**Not Met**

**Correction Deadline: 3/7/2022**

**Corrected on 6/1/2023**

**.08(1) - The previous citation was observed to be corrected. Consultant observed the provider to have enrollment files for six of six enrolled children.**

**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 a review of records that child #1 and Child #4 did not have a copy of the parent's acknowledgement that the center does not carry liability insurance..

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 6/9/2023**

**Recited on 6/1/2023**

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**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 child #1 did not have evidence of parental authorization to obtain emergency medical care when the parent is not available.

**POI (Plan of Improvement)**

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 6/9/2023**

**Recited on 6/1/2023**

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

**Technical Assistance**

**Comment**

No hazards observed accessible to children on this date.

**Technical Assistance**

290-2-3-.11(2)(h) - Consultant discussed with the provider to ensure that the smoke detectors batteries are fresh.

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

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

**Met**

**Comment**

The Home appears clean and free from hazards.

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

**Not Met**

**Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined based on observation that there were several thorny plants growing by the back fence in the outdoor play area.

**POI (Plan of Improvement)**

The Home will repair any and all identified outdoor hazards and will monitor playground daily or more often as needed to ensure that the Home's outdoor play area is kept clean and free of hazards.

**Correction Deadline: 6/11/2023**

**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 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**

The consultant observed the provider to care for four unrelated children for pay on this date.

**Safety and Discipline**

**290-2-3-.11 Discipline(CR) Technical Assistance**

**Technical Assistance**

290-2-3-.11(3) - Please be mindful of voice tone in redirecting children.

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

**Comment**

The provider does not provide routine transportation.

**Staff Records**

**Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation that staff #2, date of hire June 1, 2023, did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Home will ensure that staff #2 submits both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site by close of business today. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

**Correction Deadline: 6/1/2023**

**Comment**

Provider provided one file for employee hired since last visit February 23, 2022.

**Finding**

290-2-3-.21(1)(c) requires every Employee to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home if age 17 or older. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on observation that staff #2, date of hire June1, 2023, did not have a current and valid satisfactory Comprehensive Records Check Determination on file. Staff #2 was observed caring for the children at the time of the visit.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Home will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before an individual age 17 or older resides in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

**Correction Deadline: 6/1/2023**

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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: 12/31/2022**

**Corrected on 6/1/2023**

**.07(9) - The previous citation was observed to be corrected. Consultant observed provider to have ten hours of diverse training for 2022.**

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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.

**Comment**

Adequate supervision observed on this date.