





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!**

Wanda Craft, Program Official

Date

Lynn Schnitzer, 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:** 6/21/2023 **VisitType:** Monitoring Visit **Arrival:** 2:00 PM **Departure:** 3:30 PM

**FR-28902**

**Craft, Wanda C**

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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**

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**

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

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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

**Not Evaluated**

**Comment**

Home does not provide swimming activities.

**Facility**

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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Technical Assistance****Technical Assistance**

290-2-3-.11(2)(f) - Please be mindful to keep items that pose a hazard inaccessible to children, such as, but not limited to:

- adult office supplies, such as white out, scissors, permanent markers
- cleaning tools, such as mops, brooms, plungers
- hygiene supplies, such as wipes, hand sanitizer
- tripping or entanglement hazards such as loose cords

**Correction Deadline: 6/21/2023****Comment**

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

**Comment**

Operable smoke detector(s) were observed as required 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)****Met****Comment**

The outside area appears clean and well maintained.

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**Health and Hygiene**

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

Staff state proper knowledge of hand washing and hygiene procedures.

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

The provider stated appropriate diapering procedures.

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

Per the provider no medication is currently dispensed

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**Licensure**

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

The consultant observed the provider to care for four unrelated children for pay and five unrelated children not for pay on this date.

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**Safety and Discipline**

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**290-2-3-.11 Animals****Met****Correction Deadline: 6/3/2022**

Corrected on 6/21/2023

.11(1)(n) - The previous citation was observed to be corrected. Consultant observed that the provider no longer had any pets in the home.

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

**Comment**

Staff stated appropriate disciplinary techniques.

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

**Comment**

The provider does not provide routine transportation.

**Staff Records**

**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Provider provided one files for employees hired since last visit June 3, 2022.

**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** **Not Met**

**Technical Assistance**

290-2-3-.07(7) - Discussed: Health and Safety Training is required for each Staff member with direct care responsibilities within 90 calendar days of their hire date.

**Finding**

290-2-3-.07(9) requires that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department- approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of documentation that the provider did not have evidence of the required 10 hours of annual training for the year 2022.

**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: 12/31/2023**

Recited on 6/21/2023

**Staff:Child Ratios and Supervision**

**Comment**

Appropriate ratios were observed on this date.

**Technical Assistance**

290-2-3-.07(18) - Consultant discussed with the provider to ensure that there is an additional helper when more than eight children under the age of five are present.

**Correction Deadline: 6/21/2023**

**Comment**

Adequate supervision observed on this date.