





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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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), e-mail the following information to [CCSRefutations@decal.ga.gov](mailto:CCSRefutations@decal.ga.gov).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx>

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)

Cynthia Howard, Program Official

Date

Mari M. Springs, 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:** 11/22/2021 **VisitType:** Licensing Study

**Arrival:** 1:00 PM

**Departure:** 1:30 PM

**FR-24837**

**Howard, Cynthia H**

480 MANFORD ROAD Atlanta, GA 30310 Fulton County  
(404) 402-4926 cynthiahoward6@aol.com

**Mailing Address**

480 MANFORD ROAD  
ATLANTA, GA 30310

**Regional Consultant**

Mari M. Springs

Phone: (706) 434-7652

Fax: (706) 434-7651

mari.springs@dec.al.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

**290-2-3-.19 Infant-Sleeping Safety Requirements(CR)**

**Not Evaluated**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

### Facility

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

---

**Health and Hygiene**

---

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

There were no children enrolled on this date. 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**

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

---

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

---

**Licensure**

---

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

There were no children observed in Family Child Care Learning Home this date.

---

**Safety and Discipline**

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

---

**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

---

**290-2-3-.07 Staff Qualifications(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

## Staff:Child Ratios and Supervision

---

### 290-2-3-.07 Staff:Child Ratios(CR)

Met

#### Comment

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

---

### 290-2-3-.07 Supervision(CR)

Met

#### Comment

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)