



**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

**Date:** 10/4/2018    **VisitType:** Monitoring Visit    **Arrival:** 11:45 AM    **Departure:** 1:15 PM

**FR-28936**

**Ruffin, Cynthia D**

1165 Waltons Trail Hephzibah, GA 30815 Richmond County  
 (706) 414-5099 cruffin3@comcast.net

**Regional Consultant**

Keshia Hayward

Phone: (678) 717-5129  
 Fax: (770) 359-5697  
 carrie.spangler@decal.ga.gov

**Mailing Address**  
 1165 Walton's Trail  
 Hephzibah, GA 30815

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
10/04/2018	Monitoring Visit	Good Standing
03/08/2018	Monitoring Visit	Good Standing
08/29/2017	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**

<b>Age Ranges</b>	<b>Children Present</b>	<b>Child For Pay</b>	<b>CAPS</b>	<b>Not for Pay</b>	<b>Provider Children</b>
<b>Infant (0-11 mos)</b>	1	1	1	0	0
<b>1 &amp; 2 Years</b>	6	6	1	0	0
<b>3 &amp; 4 Years</b>	3	3	0	0	0
<b>School Age(5+) Years</b>	0	0	0	0	0
<b>Total Under 13 Years</b>	10	10	2	0	0
<b>Total Under 18 Years</b>	10				

Children Present: 10    Total Children: 10  
 Caregivers/Helpers Present: 4                                  Total Caregivers/Helpers: 4

**More than 6 for pay**  
 6 for pay present & no-pay present does not have a notarized no-pay statement

**Comments**

The purpose of today's visit was to complete a monitoring visit. The consultant reminds the provider about the new changes with the criminal records check requirement that went into effect on October 1, 2018.

Please be reminded the updated CACFP Meal patterns went into effect for all programs on October 1, 2018. CACFP Meal pattern requirements will be monitored during future visits.

Plan of Improvement: No Plan Developed

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.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

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), e-mail the following information to [CCSRefutations@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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://dec.state.ga.us/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.

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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)



#### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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

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Cynthia Ruffin, Program Official

Date

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Keshia Hayward, Consultant

Date



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Findings Report

Date: 10/4/2018 VisitType: Monitoring Visit

Arrival: 11:45 AM

Departure: 1:15 PM

FR-28936

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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

A variety of equipment and toys were observed.

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

Met

Comment

Pleasant naptime environment observed.

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

N/A

Comment

Home does not provide swimming activities.

Facility

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

Met

Comment

No hazards observed accessible to children on this date.

Comment

Operable smoke detector(s) were observed as required in the home this date.

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)

Met

Comment

The outside area appears clean and well maintained.

Health and Hygiene

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

**Comment**

Staff stated proper knowledge of the hands washing procedure and adequate times hands should be washed throughout the day.

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

**Comment**

Staff stated proper knowledge of diapering procedures.

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**290-2-3-.11 Medications(CR)** **N/A**

**Comment**

290-2-3-.11(1)(d) Provider does not dispense/administer medication to children.

**Correction Deadline: 10/4/2018**

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**Licensure**

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

**Comment**

Appropriate number of children observed in Family Child Care Learning Home this date.

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**Safety and Discipline**

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

**Comment**

Pleasant interactions observed between the provider and children in care.

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**290-2-3-.11 Transportation(CR)** **N/A**

**Comment**

The provider does not provide routine transportation.

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**Staff Records**

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

**Comment**

Criminal records checks were observed to be complete.

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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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**Staff:Child Ratios and Supervision**

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

**Correction Deadline: 3/8/2018**

Corrected on 10/4/2018

.07(15) - Citation corrected in that there was caregiver/helper present assisting the provider with children on this date.

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

Met

**Comment**

Adequate supervision observed on this date.