



**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:** 1/5/2017      **VisitType:** Licensing Study      **Arrival:** 8:50 AM      **Departure:** 10:05 AM

**FR-0000670579**

**Phillips, Jackie D**

463 RUSTIC RIDGE CIRCLE Lawrenceville, GA 30043 Gwinnett County  
(678) 898-3798 jdp1234@bellsouth.net

**Regional Consultant**

Bridget Johnson

Phone: (770) 357-4913

Fax: (770) 357-4912

bridget.johnson@dec.al.ga.gov

**Mailing Address**

463 RUSTIC RIDGE CIRCLE  
LAWRENCEVILLE, GA 30043

<b>Compliance Zone Designation</b>		
01/05/2017	Licensing Study	Good Standing
08/03/2016	Monitoring Visit	Good Standing
03/04/2016	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**

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

Children Present: 2

Total Children: 7


Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 1

**Comments**

Plan of Improvement: Developed This Date 01/05/2017

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@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.

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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)

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Jackie Phillips, Program Official

Date

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Bridget Johnson, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Observed-Variety Of Equipment

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

**Met**

**Comment**

Discussed-SIDS/Infant Sleeping Position

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

**N/A**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 1**

Child # 1

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

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

**Not Met**

**Finding**

290-2-3-.08(1)(c) requires the Home to maintain a file for each Child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations; enrollment in the home may not continue for more than 30 day without such evidence. It was determined based on a review of records that the Home did not have such evidence for one of seven enrolled children in that the immunization was expired.

**POI (Plan of Improvement)**

The provider stated that the child received immunizations over the break when the provider was closed, and the grandmother who took the child to the doctor forgot to get the immunization record. Provider stated that the parents were going on this date to pick it up from the doctor's office. The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

**Correction Deadline: 1/9/2017**

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

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Home Clean, Free of Hazards

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

**Comment**

Outside Area Clean, Well Maintained

**Health and Hygiene**

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

**Comment**

Provider stated that on medication is currently being dispensed in the family child care learning home. Discussed-Documentation/Procedures

**Licensure**

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

**Comment**

Observed provider to have a current and valid license. Provider cared for two unrelated children for pay on this date.

**Correction Deadline: 1/5/2017**

**Safety and Discipline**

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**290-2-3-.11 Animals** **N/A**

**Comment**

No Animals Kept

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

**Comment**

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

**Comment**

Pleasant Interactions Observed

**290-2-3-.11 First Aid Kit** **Met**

**Comment**

Observed Kit Complete

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

**Comment**

No transportation.

**Staff Records**

**290-2-3-.04 Criminal Records Check(CR)** **Met**

**Comment**

Records checks complete and satisfactory.

**Correction Deadline: 1/5/2017**

**290-2-3-.08 Criminal Records Check(CR)** **Met**

**Comment**

Record checks complete

**290-2-3-.21 Criminal Records Check(CR)** **N/A**

**Comment**

No new hires

**290-2-3-.07 Independent Contractors(CR)** **N/A**

**Comment**

No Independent contractors

**290-2-3-.07 Other Staff Direct Contact with Children(CR)** **N/A**

**Comment**

No additional staff

**290-2-3-.07 Staff Training** **Technical Assistance**

**Technical Assistance**

290-2-3-.07(4) - Please complete the new required Health and Safety Orientation training as soon as possible, but prior to your next visit.

**Correction Deadline: 2/4/2017**

**290-2-3-.07 Students-in-Training(CR)** **N/A**

**Comment**

No Students-in-training

**290-2-3-.07 Volunteers(CR)** **N/A**

**Comment**

No Volunteers

**Staff:Child Ratios and Supervision**

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

**Met**

**Comment**

Appropriate Ratios Observed. Provider cared for two unrelated children for pay on this date.

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

**Met**

**Comment**

Observed-Direct Supervision/Attention To Needs