



**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:** 1/25/2018    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 5:40 PM

**FR-00005800**

**Joiner, Kelly L**

808 S. Church Street Thomaston, GA 30286 Upson County  
(706) 975-7533 kellyl7533@gmail.com

**Regional Consultant**

Patty Malone

Phone: (912) 544-9991  
Fax: (912) 544-9975  
coty.cummings@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
01/25/2018	Licensing Study	Good Standing
10/11/2017	Monitoring Visit	Good Standing
01/11/2017	Monitoring Visit	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)	1	1	0	0	0
1 & 2 Years	5	5	0	0	0
3 & 4 Years	1	1	0	0	0
School Age(5+) Years	1	1	0	0	0
<b>Total Under 13 Years</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Under 18 Years</b>	<b>8</b>				

Children Present: 8

Total Children: 8

Caregivers/Helpers Present: 2

Total Caregivers/Helpers: 1

**More than 6 for pay**


6 for pay present & no-pay present does not have a notorized no-pay statement

**Comments**

The visit was conducted during the two hours that the provider is approved to care for two additiional children.

Plan of Improvement: Developed This Date 01/25/2018

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Kelly Joiner, Program Official

Date

Patty Malone, Consultant

Date



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### Findings Report

**Date:** 1/25/2018    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 5:40 PM

**FR-000005800**

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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**

A variety of equipment and toys were observed.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.19(2) - The consultant discussed transitioning the two older toddlers from the approved pack and play to sleeping mats.

**Correction Deadline: 1/25/2018**

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 4**

Child # 2

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 4

Not Met

"Missing/Incomplete Components"

**Records Reviewed: 8****Records with Missing/Incomplete Components: 4**

Parents Names Missing -(08)(1),Immunization Form - (08)(2),Physician & Emergency Contact Information - (08)(1),Dad Work # Missing -(08)(1),Dad Home # Missing -(08)(1),Mom Work # Missing -(08)(1),Mom Home # Missing -(08)(1),Release Person Information - (08)(10),Transportation Agreement - (08)(7),Allergy/Medical Information - (08)(4),Emergency Medical Authorization - (08)(3),Proof of No Liability Insurance Form

Child # 5

Not Met

"Missing/Incomplete Components"

Date of Birth Missing-.08(13),Name Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

Child # 6

Not Met

"Missing/Incomplete Components"

Name Missing-.08(13),Date of Birth Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

**290-2-3-.08 Children's Records****Not Met****Finding**

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on a review of records that the provider had three children without an enrollment form.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the Children's records as required.

**Correction Deadline: 1/26/2018****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 on a review of records that the provider had three children present without an acknowledgment of no liability insurance signed by the parents.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 2/1/2018****Finding**

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined based on a review of records that the provider had two children present for no pay, but did not have documentation of a notarized statement from the parent attesting to the non-pay status.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 1/25/2018**

**Finding**

290-2-3-.08(2) 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 days without such evidence. It was determined based on a review of records that the provider had four children present missing a current immunization form.

**POI (Plan of Improvement)**

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

**Correction Deadline: 2/1/2018**

**Finding**

290-2-3-.08(1)(f)(4) requires the Home to maintain a file for each Child that includes known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the Child's participation in the program. It was determined based on a review of records that the provider had three children without the allergy information documented.

**POI (Plan of Improvement)**

The Home Provider will secure and maintain the missing Child's health information.

**Correction Deadline: 1/26/2018**

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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 the provider had three children without written parental permission for emergency medical care.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/26/2018**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(f) - The consultant discussed ensuring that all drawers with potentially hazardous items are kept locked.

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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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<b>Health and Hygiene</b>
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**290-2-3-.11 Children's Health and Hygiene(CR)**

**Met**

**Comment**

The provider stated proper and washing practices.

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

The provider stated that medications are not currently administered in the home.

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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. Visit was conducted during the two hours that the provider is approved for two additional children.

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**Safety and Discipline**

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**290-2-3-.11 Animals** **Met**

**Comment**

Appropriate vaccination records were available on this date.

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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 Check(CR)** **Not Met**

**Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination before the individual is present at the Home while any child is present at the Home. It was determined based on a review of records that the provider had a resident of the home that did not have a criminal record check.

**POI (Plan of Improvement)**

The provider will not allow the resident to reside in the home until a satisfactory fingerprint determination letter is received by the department. A 1-day letter was left with the provide on this date.

**Correction Deadline: 1/25/2018**

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**290-2-3-.07 First Aid & CPR** **Met**

**Comment**

Evidence observed that the provider was certified in First Aid and CPR.

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

The provider met requirements on this date.

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**290-2-3-.07 Staff Training****Not Met****Finding**

290-2-3-.07(4) requires the Family Day Care Home to ensure the Provider, on an annual basis, attends ten clock hours of diverse training which is related to care of children and which is offered by an accredited college, university or vocational program or other Department approved source. Records of completion of such training programs shall be maintained in the Family Day Care Home, as required by these rules. It was determined based on a review of records that the provider did not complete ten hours of annual training in 2017

**POI (Plan of Improvement)**

The Family Day Care Home will ensure the Provider completes ten hours of annual training each year.

**Correction Deadline: 12/31/2018****Recited on 1/25/2018****Comment**

The consultant observed the required health and safety training certificate.

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Met****Comment**

Appropriate ratios were observed on this date.

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

Adequate supervision observed on this date.