



**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:** 1/31/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:50 AM    **Departure:** 12:40 PM

**FR-32828**

**Cozart, Karen S**

2780 White Oak Drive Decatur, GA 30032 DeKalb County  
(404) 406-6557 karen.cozart@comcast.net

**Regional Consultant**

Laurel Benta

Phone: (770) 357-3279  
Fax: (770) 357-3281  
carrie.spangler@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
01/31/2019	Monitoring Visit	Good Standing
09/11/2018	Licensing Study	Good Standing
01/31/2018	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	3	3	0	0	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	0	0	0	0	0
<b>Total Under 13 Years</b>	4	4	0	0	0
<b>Total Under 18 Years</b>	4				

Children Present: 4

Total Children: 4

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 1

**Comments**

The consultant spoke with the provider about Criminal Background Check enforcement effective March 1, 2019. The consultant also left a one-day letter and assisted the provider with resregistering for fingerprints through Gemalto.

Plan of Improvement: Developed This Date 01/31/2019

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.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

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)



**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.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)

Karen Cozart, Program Official

Date

Laurel Benta, Consultant

Date



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### Findings Report

**Date:** 1/31/2019 **VisitType:** Monitoring Visit **Arrival:** 10:50 AM **Departure:** 12:40 PM

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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**

Toys and equipment observed to be clean and safe from hazardous conditions.

**290-2-3-.19 Infant-Sleeping Safety Requirements(CR)** **Not Met**

**Finding**

290-2-3-.19(1)(a)3 requires that each crib and other equipment approved for infant sleep shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that the provider stated that crib sheets are washed once a week and not changed daily.

**POI (Plan of Improvement)**

The Home Provider will ensure that each crib or other equipment approved for infant sleep has a tight-fitting sheet that is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 1/31/2019**

**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**

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

**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 diapering procedures.

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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)****Not Met****Finding**

290-2-3-.11(1)(d) prohibits Personnel from dispensing prescription or nonprescription medications to a Child without specific written authorization from the Child's physician or Parent. All medications shall be stored as authorized by Georgia law or in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a Child shall be documented showing the Child's name, name of medication, date and time given, and the name of the person giving the medication. It was determined based observation that children's Tylenol and Little Remedies gas relief drops were at the home for a child without written authorization from the Child's physician or Parent.

**POI (Plan of Improvement)**

The Home will obtain written authorization before giving medicine to a Child; will document each time medicine is administered to a child; will store medicine as required in an area that is locked or not accessible to children; and will store medicine that must be refrigerated in a leak-proof container that is inaccessible to children.

**Correction Deadline: 1/31/2019**

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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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**Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that the provider did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

The Home Provider will ensure that every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**Correction Deadline: 1/31/2019****Finding**

290-2-3-.21(1)(b) requires every Provider to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the license date; provided, however, if the Provider has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that the provider was present at the home and alone with children without a valid satisfactory comprehensive records check determination on file. A one-day letter was left.

**POI (Plan of Improvement)**

The Home will ensure that every Provider has a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the license date; provided, however, if the Provider has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

**Correction Deadline: 1/31/2019****Finding**

290-2-3-.21(1)(g) requires the Family Child Care Learning Home maintain valid evidence of a satisfactory Comprehensive Records Check Determination for the Provider and each Employee (including Students-in-Training, volunteers, independent contractors and residents age 17 and older) for the duration of their employment plus one year and to make such paper or electronic evidence immediately available to the Department upon request. It was determined based on review of records that the provider did not have evidence of a satisfactory Comprehensive Records Check Determination.

**POI (Plan of Improvement)**

The Home will maintain valid evidence of a satisfactory Comprehensive Records Check Determination for the Provider and each Employee (including Students-in-Training, volunteers, independent contractors and residents age 17 and older) for the duration of their employment plus one year and will make such paper or electronic evidence immediately available to the Department upon request

**Correction Deadline: 1/31/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<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.

**Comment**

Adequate supervision observed on this date.