



**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:** 2/2/2017

**VisitType:** Licensing Study

**Arrival:** 3:15 PM

**Departure:** 4:30 PM

**FR-24611**

**Day, Elaine E**

344 PINEBROOK DRIVE Valdosta, GA 31602 Lowndes County  
(229) 561-2918 brookscogirl@gmail.com

**Mailing Address**

344 PINE BROOK DRIVE  
VALDOSTA, GA 31602

**Regional Consultant**

Rena Keene

Phone: (912) 544-9930

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rena.keene@dec.al.ga.gov

**Compliance Zone Designation**

02/02/2017	Licensing Study	Good Standing
02/02/2017	Licensing Study	Good Standing
07/26/2016	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	4	0	0	0
3 & 4 Years	2	2	0	0	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	6	7	0	0	0
Total Under 18 Years	6				

Children Present: 6

Total Children: 7

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 1

**Comments**

A Licensing Study was completed on this date. No new household members or employees since last visit.

Plan of Improvement: Developed This Date 02/02/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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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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Elaine Day, Program Official

Date

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Rena Keene, Consultant

Date



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### Findings Report

**Date:** 2/2/2017 **VisitType:** Licensing Study **Arrival:** 3:15 PM **Departure:** 4:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Comment**

Observed-Pleasant Naptime Environment

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 6**

Child # 1

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form, Emergency Medical Authorization - (.08)(1)(d)

Child # 2

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(1)(d)

Child # 3

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(1)(d)

Child # 4

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(1)(d)

Child # 6

Not Met

"Missing/Incomplete Components"

Physician &amp; Emergency Contact Information - (.08)(1)(b)

Child # 7

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(1)(d)

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

290-2-3-.08(1)(b) requires the Home to maintain the name, address and telephone number of persons, including the Child's physician, to contact in emergencies in each Child's record. Please be sure that the doctor's telephone number is listed for each child.

**Correction Deadline: 2/2/2017****Technical Assistance**

290-2-3-.08(2)(c) 18 requires notification of the absence of a liability insurance policy sufficient to protect its clients. 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. Please be sure that a form is on file for all children in care.

**Correction Deadline: 2/2/2017****290-2-3-.08 Parental Authorization(CR)****Not Met****Finding**

290-2-3-.08 (1)(d) 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. The Home did not have this authorization on file for all children enrolled. Four of the seven children's records reviewed did not have an authorization on file to obtain 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: 2/2/2017****Facility****290-2-3-.11 Physical Plant - Safe Environment(CR)****Not Met****Finding**

290-2-3-.11(2)(c) requires that fire drills be practiced monthly and shall be documented and kept on file for one year. It was determined based on a review of posted forms and provider's statement that fire drills had not been conducted for the months of October, 2016, November, 2016, December, 2016 and January, 2017.

**POI (Plan of Improvement)**

The home provider will conduct monthly fire drills, complete a written record of the drill and maintain documentation on file for one year.

**Correction Deadline: 2/9/2017**

**Recited on 2/2/2017**

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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

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**Health and Hygiene**

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

**Comment**

Observed-Proper Diapering

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

**Comment**

Observed-Proper Diapering

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

**Comment**

Discussed-Documentation/Procedures

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**Licensure**

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

**Comment**

290-2-3-.04(1)(d) - Only six children were observed in attendance for child care during visit. Provider has one additional child enrolled who is allowed to come if one child is absent. 2017 License was observed.

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

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**Safety and Discipline**

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

**Comment**

Appropriate Vaccination Records observed for the family's pet dog.

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

**Comment**

Observed-Positive Learning Environment

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

**Comment**

Observed Kit Complete

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

**Comment**

No 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)(e) requires every Employee hired before January 1, 2014 must have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file. If the Employee has only a satisfactory Preliminary Records Check, the Employee must obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined based on a review of employee records that two adults residing in the home had not obtained a satisfactory criminal records check through Cogent fingerprinting by January 1, 2017. A one-day letter was left with provider and the fingerprint process was discussed with provider.

**POI (Plan of Improvement)**

The Home Provider will ensure that every employee has a Satisfactory Determination as required by the Rules.

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

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

No Independent contractors

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**290-2-3-.07 Other Staff Direct Contact with Children(CR)****Met****Comment**

No additional staff

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**290-2-3-.07 Students-in-Training(CR)****Met****Comment**

No Students-in-training

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

No Volunteers

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

Observed-Adequate Supervision