



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: 3/9/2017 **VisitType:** Licensing Study

Arrival: 12:30 PM

Departure: 2:10 PM

FR-39366

Henley, Cheryl D

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Regional Consultant

Dianne Clarke

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Mailing Address

Same

Compliance Zone Designation

03/09/2017	Licensing Study	Good Standing
09/13/2016	Monitoring Visit	Good Standing
05/05/2016	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	1	0	0	1	0
3 & 4 Years	4	3	0	1	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	6	4	0	2	0
Total Under 18 Years	6				

Children Present: 6

Total Children: 6

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 2

Comments

The capacity is limited to 5 children based on zoning requirements.

Plan of Improvement: Developed This Date 03/09/2017

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. 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.

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.

- 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)

Cheryl Dotson-McClain, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 3/9/2017 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 2:10 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: 6

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 2

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 4

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 5

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 6

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

290-2-3-.08 Children's Records**Not Met****Correction Deadline: 9/13/2016****Corrected on 3/9/2017****.08(1) - The previous citation regarding no file for one children was observed to be corrected. The consultant observed six files for six children enrolled.****Correction Deadline: 9/13/2016****Corrected on 3/9/2017****.08(1)(c) - The previous citation regarding evidence of immunization was observed to be corrected. The consultant observed immunization records for all children enrolled.****Finding**

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. It was determined, based on a review of children's records, that five of six enrolled children did not have evidence of signed No Liability Signature Forms.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 3/9/2017**290-2-3-.08 Parental Authorization(CR)****Not Met****Finding**

290-2-3-.08(1)(j) requires the Home to maintain documentation, which need not be filed in the Child's individual record, that the Child has been signed in and out of the Home at each arrival and departure time by the Parent or authorized person(s). The documentation will include at least the following information: the Child's name, date, drop-off and pick-up times, and initials of the Parent or other authorized person. The Home shall ensure that Children are only released to authorized person(s), and shall take necessary steps to determine that any such person(s) presenting to pick up a Child in care is authorized by the Parents of the Child and that person matches the identifying information provided by the Parent. It was determined based on a review of records that there was no evidence of a sign in and out sheet.

POI (Plan of Improvement)

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required. The Home will check records and identification and take any additional steps necessary to ensure children are released to authorized persons.

Correction Deadline: 3/9/2017**Facility****290-2-3-.08 Physical Plant - Safe Environment****Not Met**

Finding

290-2-3-.08(8) requires the Home to conduct drills for fire monthly and for tornado and other emergency situations every six months. The Home shall maintain documentation in the Home of the dates and times of these drills for two years. It was determined based on observation that there was no evidence that the fire drills had been completed for September through December 2016.

POI (Plan of Improvement)

The provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

Correction Deadline: 4/8/2017

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

Observation-No Hazards Accessible

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

Home Clean, Free of Hazards

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

Outside Area Clean, Well Maintained

Licensure

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

290-2-3-.04(2)(g) - The provider cared for five unrelated children for pay, and one related child not for pay.

Correction Deadline: 3/9/2017

Safety and Discipline

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

Observed-Discussion/Redirection

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

No transportation.

Staff Records

290-2-3-.21 Criminal Records Check(CR)	Met
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Comment

Criminal Records Check complete

Comment

One new staff hired since the last visit.

Finding

290-2-3-.07(5) requires the Home to maintain for the Provider and for any Employee with direct care responsibilities current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by certified or licensed health care professionals and which dealt with emergency care for infants and children. The Provider shall attend 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 annually. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. The annual ten clock hours of training shall be chosen from the following fields: (a) Child Development: including discipline, guidance, nutrition, injury control and safety; (b) Health: including sanitation, disease control, cleanliness, detection and disposition of illness; (c) Child Abuse and Neglect: including identification and reporting, and meeting the needs of abused and/or neglected children; and (d) Business Related Topics: including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two of the required ten clock hours of training. It was determined based on a review of records that the provider did not have current evidence of successful completion of CPR and First aid training. It was also determined based on a review of records that the provider did not have evidence of the annual ten hours of training for 2016.

POI (Plan of Improvement)

The Home will obtain the required CPR, first aid and annual training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

Correction Deadline: 4/8/2017

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

No Independent contractors

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

No additional staff

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

No Students-in-training

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

No Volunteers

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

Observed-Adequate Supervision