



**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: 3/15/2017 **VisitType:** Monitoring Visit **Arrival:** 12:30 PM **Departure:** 2:30 PM

FR-28915

George, Tokiko K

2155 Carlisle Cove Drive Lawrenceville, GA 30044 Gwinnett County
(404) 632-7906 tinytoeswithlove@gmail.com

Regional Consultant

Earlene Huston

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Mailing Address

Same

Compliance Zone Designation		
03/15/2017	Monitoring Visit	Good Standing
09/27/2016	Licensing Study	Good Standing
05/25/2016	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)	2	2	0	0	0
1 & 2 Years	4	4	0	0	0
3 & 4 Years	1	2	0	0	0
School Age(5+) Years	0	0	0	2	0
Total Under 13 Years	7	8	0	2	0
Total Under 18 Years	7				

Children Present: 7

Total Children: 10

Caregivers/Helpers Present: 2

Total Caregivers/Helpers: 2

More than 6 for pay

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

Comments

Purpose of visit was to complete the monitoring visit.

Plan of Improvement: Developed This Date 03/15/2017

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)

Tokiko George, Program Official

Date

Earlene Huston, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

290-2-3-.09 Activities

Met

Comment

Age-appropriate activities observed.

Correction Deadline: 3/15/2017

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

Met

Comment

Observed-Variety Of Equipment

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

Not Met

Finding

290-2-3-.19(2)(h) requires that infants shall only sleep in a safety approved crib or other equipment approved for infant sleep as described in 290-2-3-.19(1)(a) and shall not sleep in any other equipment, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the facility asleep or fall asleep in such equipment or on the floor shall be transferred to a safety approved crib or other equipment approved for infant sleep. It was determined that an infant was observed sleeping in a bouncy sleep.

POI (Plan of Improvement)

The Home Provider will ensure that infants are placed in a safety approved crib for sleeping.

Correction Deadline: 3/15/2017

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

Met

Comment

No Swimming Activities Provided

Children's Records

Child # 3

Not Met

"Missing/Incomplete Components"

Mom Home # Missing -(08)(1)(a), Mom Work # Missing -(08)(1)(a), Dad Home # Missing -(08)(1)(a), Dad Work # Missing -(08)(1)(a), Physician & Emergency Contact Information - (08)(1)(b), Emergency Medical Authorization - (08)(1)(d), Allergy/Medical Information - (08)(1)(f), Release Person Information - (08)(1)(i), Proof of No Liability Insurance Form

290-2-3-.08 Children's Records**Met****Correction Deadline: 10/4/2016****Corrected on 3/15/2017****Consultant observed current immunization records for all enrolled childre.****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 one of seven enrolled children.

POI (Plan of Improvement)

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

Correction Deadline: 3/15/2017**Comment**

Parent Authorizations Obtained/Completed

Finding

290-2-3-.08(1)(i) requires the Home to maintain the name of person(s) to whom the Child may be released in each Child's record. Such information shall contain the authorized person's address, telephone numbers, relationship to Child and to Parent, and other identifying information. It was determined the provider lacked an enrollment application for one of the seven children present with the required information for the release person.

POI (Plan of Improvement)

The Home will review records; determine if all required information is completed; obtain any missing information; and have a plan to maintain complete records/forms for each Child as they enroll or as changes occur.

Correction Deadline: 3/15/2017**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 the provider lacked a sign in and out form documenting the children y the person or other other authorized person.

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: 3/15/2017

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 there was no documented evidence that a fire drill had been completed for February 2017.

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: 4/14/2017

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

Reminder-Keep Hazards Inaccessible

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

Home Clean, Free of Hazards

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

Outside Area Clean, Well Maintained

Licensure

290-2-3-.04 Application Requirements(CR)**Not Met****Finding**

290-2-3-.04(1)(d) requires a person that provides care for more than six children for pay, as defined in the rules, to make application to the Department for a license to operate as a Child Care Learning Center. It was determined that the provider cared for seven children for pay on this date.

POI (Plan of Improvement)

The Home caring for more than six children shall reduce number of children in care to six. The Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children for pay.

Correction Deadline: 3/15/2017

Safety and Discipline

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

No Animals Kept

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

Observed-Discussion/Redirection

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

Reminder-Replace/Add Item

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

Comment

No transportation.

Staff Records

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

Comment

Record checks complete

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

Comment

Criminal Records Check complete

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

Other direct contact staff- Satisfactory records check

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 Staff:Child Ratios(CR) **Not Met**

Finding

290-2-3-.07(7) requires the Home to ensure that the total number of Children unrelated to the provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six children, except during two designated hours approved by the Department. It was determined that the provider cared for seven unrelated children for pay.

POI (Plan of Improvement)

The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

Correction Deadline: 3/25/2017

Comment

Appropriate Ratios Observed

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

Comment

Observed-Adequate Supervision