



**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: 4/11/2017 **VisitType:** Monitoring Visit **Arrival:** 1:55 PM **Departure:** 4:15 PM

FR-24298

Matthews, Edna F

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Regional Consultant

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9465 Lakeview Rd
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Compliance Zone Designation		
04/11/2017	Monitoring Visit	Good Standing
10/20/2016	Licensing Study	Good Standing
03/22/2016	POI Follow Up	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	7	9	0	0	0
3 & 4 Years	0	1	0	0	0
School Age(5+) Years	2	7	0	1	0
Total Under 13 Years	10	18	0	1	0
Total Under 18 Years	10				

Children Present: 10

Total Children: 19

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 4

Helper Needed

More than 6 for pay

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

Comments

The purpose of this visit is to conduct a monitoring visit and follow-up to the visit conducted on October 20, 2017.

Plan of Improvement: Developed This Date 04/11/2017

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)

Edna Matthews, Program Official

Date

Jennifer Bailey, 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-.19 Infant-Sleeping Safety Requirements(CR)

Met

Comment

Observed pleasant nap time environment. Consultant further observed the provider to place an infant on their back to sleep with no objects in crib as required.

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 19

Records with Missing/Incomplete Components: 13

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	

Proof of No Liability Insurance Form

Child # 8 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form,Physician & Emergency Contact Information - (.08)(1)(b)

Child # 9 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 10 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 11 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 12 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form,Physician & Emergency Contact Information - (.08)(1)(b)

Child # 13 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 15 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 16 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 17 Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1)(b),Proof of No Liability Insurance Form

290-2-3-.08 Children's Records

Not Met

Finding

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. It was determined based on a review of children's records that three enrolled children were missing their physician's telephone contact information.

POI (Plan of Improvement)

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

Correction Deadline: 4/14/2017

Recited on 4/11/2017

Correction Deadline: 10/20/2016

Corrected on 4/11/2017

.08(1)(c) - Previous citation corrected on this date in that current immunizations were on file for each enrolled child.

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 or guardian of each child under the care of the program in writing. Each parent or guardian 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 eight 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: 4/14/2017

Recited on 4/11/2017

290-2-3-.08 Parental Authorization(CR) Met

Comment

Parent Authorizations Obtained/Completed

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR) Not Met

Finding

290-2-3-.11(2)(f) requires that poisons, medicines, cleaning agents and other hazardous materials be in locked areas or inaccessible to children. It was determined based on observation that unsafe storage of materials dangerous to children were observed as follows: 1 can of Lysol and 3 cans of Glade air freshener were a low shelf on the diaper changing table accessible to children in care

POI (Plan of Improvement)

To ensure the safe storage of hazardous items, the Home Provider will make these items inaccessible to the children.

Correction Deadline: 4/11/2017

Comment

Observed fire extinguisher/smoke detector.

Correction Deadline: 4/21/2017

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

Comment

Home Clean, Free of Hazards

290-2-3-.13 Playgrounds(CR)**Not Met****Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined based on observation that the following potential hazards were observed: blue stacking chairs were observed to be cracked and posed a pinching hazard and a green bicycle was observed to be rusted and have a torn seat.

POI (Plan of Improvement)

To ensure the health and safety of children, the home provider will remove the broken equipment.

Correction Deadline: 4/12/2017**Recited on 4/11/2017**

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 based on observation that the Provider was observed to be caring for eight unrelated children for pay on this date upon arrival. During the visit, two additional children arrived for after-school care; one unrelated child for pay and one related child for no pay. In total, the Provider was observed to care for nine children present for pay.

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: 4/11/2017

Safety and Discipline

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

The Provider stated that time-out is used with one minute per age of child.

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

No transportation.

Staff Records

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 residents did not obtain a Fingerprint Records Check Determination before January 1, 2017.

POI (Plan of Improvement)

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

Correction Deadline: 4/11/2017

290-2-3-.07 Independent Contractors(CR) **N/A**

Comment

No Independent contractors

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

Comment

No additional staff

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 Provider's statement and a review of records that the Provider did not complete the required training hours for 2016.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2017

Recited on 4/11/2017

290-2-3-.07 Students-in-Training(CR) **N/A**

Comment

No Students-in-training

290-2-3-.07 Volunteers(CR) **N/A**

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 based on observation and a review of children's records that the Provider cared for nine unrelated children on this date.

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: 4/21/2017

Finding

290-2-3-.07(9)(a) requires the Home to ensure that an assistant who must be at least 16 years of age must be present to assist with supervision whenever: 1) more than three children under the age of 12 months are present; or 2) more than six children under the age of three years are present; or 3) more than eight children under the age of five years are present. It was determined based on observation and a review of children's records that this rule requirement was not met in that the Provider was observed to be caring for eight children under the age of three-years-old on this date with no assistant.

POI (Plan of Improvement)

The Home will ensure than an assistant is present to assist with supervision as required by the rules.

Correction Deadline: 4/11/2017