



**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:** 6/13/2017 **VisitType:** Licensing Study

**Arrival:** 2:30 PM

**Departure:** 4:45 PM

**FR-0000601685**

**Doleman, Michelle A.**

328 KIMBERLY COURT S.W. Atlanta, GA 30311 Fulton County  
(404) 696-2525 CARLSHELLDOLEMAN@AOL.COM

**Mailing Address**

328 KIMBERLY COURT S.W.  
ATLANTA, GA 30311

**Regional Consultant**

Rukiya Thomas

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**Compliance Zone Designation**

06/13/2017	Licensing Study	Good Standing
01/24/2017	Licensing Study	Good Standing
08/18/2016	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 the 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)	0	0	0	0	0
1 & 2 Years	0	0	0	0	0
3 & 4 Years	6	5	0	1	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	6	5	0	1	0
Total Under 18 Years	6				

Children Present: 6

Total Children: 6

Caregivers/Helpers Present: 4

Total Caregivers/Helpers: 3

**Comments**

The consultant issued and discussed the compliance determination worksheet.

Plan of Improvement: Developed This Date 06/13/2017

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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Michelle Doleman, Program Official

Date

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Rukiya Thomas, Consultant

Date



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### Findings Report

**Date:** 6/13/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Not Met**

**Finding**

290-2-3-.12(4)(a)-(f) requires that all equipment in the Home be: a) used in a safe and appropriate manner; b) used in accordance with the manufacturer's instructions; c) free from hazardous conditions; d) kept clean; e) placed to permit free movement; f) secured to prevent tipping or falling. It was determined based on observation that the multi-colored shelf holding the radio was not secured.

**POI (Plan of Improvement)**

The Home Provider will ensure the safety of equipment by taking the top level off of the shelf so that it is not too heavy.

**Correction Deadline:** 6/13/2017

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

**Met**

**Comment**

Not caring for infants

**Comment**

The consultant observed appropriate storage of cot and sheets.

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

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

**Met**

**Comment**

Parent Authorizations Obtained/Completed

### Facility

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**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 the fire drill for May 2017 was not documented. Further, the provider could not locate the fire drills for 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: 7/13/2017**

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

Observation-No Hazards Accessible

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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)****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 a potential hazard existed in that tree limbs, tree roots, and rocks were observed throughout the route to the fenced play area.

**POI (Plan of Improvement)**

To ensure the health and safety of children, the Home Provider will cover the area with additional dirt and then place resilient surface material as an extra layer.

**Correction Deadline: 6/13/2017**

**Recited on 6/13/2017**

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<b>Health and Hygiene</b>
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**290-2-3-.11 Diapering Areas & Practices(CR)****Met****Comment**

No Diapered Children Enrolled

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

The provider stated that she does not administer medication at this time.

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<b>Licensure</b>
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**290-2-3-.04 Application Requirements(CR)****Met****Comment**

Adequate licensing requirements were observed on this date.

**Correction Deadline: 6/13/2017**

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<b>Safety and Discipline</b>
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<b>290-2-3-.11 Animals</b>	<b>Met</b>
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**Comment**

No Animals Kept

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<b>290-2-3-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Observed-Discussion/Redirection

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<b>290-2-3-.11 First Aid Kit</b>	<b>Met</b>
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**Comment**

Observed Kit Complete

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<b>290-2-3-.11 Transportation(CR)</b>	<b>Met</b>
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**Comment**

No Routine Transportation Provided

<b>Staff Records</b>
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<b>290-2-3-.21 Criminal Records Check(CR)</b>	<b>Not Met</b>
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**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 observation and the provider's statement that there was no fingerprint clearance for the provider's spouse, daughter, and sister.

**POI (Plan of Improvement)**

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

**Correction Deadline: 6/13/2017**

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<b>290-2-3-.07 First Aid &amp; CPR</b>	<b>Technical Assistance</b>
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**Technical Assistance**

The consultant discussed new requirements for First Aid and CPR training for helpers. The consultant observed the provider's current First Aid and CPR Training issued on 2/3/17.

**Correction Deadline: 7/13/2017**

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<b>290-2-3-.07 Independent Contractors(CR)</b>	<b>Met</b>
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**Comment**

No Independent contractors

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

No additional staff

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<b>290-2-3-.07 Staff Training</b>	<b>Met</b>
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**Comment**

Health/Safety training reminder

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<b>290-2-3-.08 Staff Training</b>	<b>Met</b>
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**Comment**

The consultant observed the provider's 10 hours of annual training for 2016.

Correction Deadline: 6/13/2017

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

No Students-in-training

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

No Volunteers

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

Observed-Adequate Supervision