



**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:** 8/8/2017

**VisitType:** Licensing Study

**Arrival:** 8:50 AM

**Departure:** 11:40 AM

**FR-28693**

**Baker, Marla B**

120 WHITEGRASS WAY Grayson, GA 30017 Gwinnett County  
(678) 634-9340 keimarb@bellsouth.net

**Mailing Address**

120 WHITEGRASS WAY  
GRAYSON, GA 30017

**Regional Consultant**

Dianne Clarke

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dianne.clarke@dec.al.gov

**Compliance Zone Designation**

08/08/2017	Licensing Study	Good Standing
06/02/2017	Monitoring Visit	Good Standing
11/14/2016	Licensing Study	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)	2	2	0	0	0
1 & 2 Years	4	4	0	0	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	0	0	0	0	1
Total Under 13 Years	6	6	0	0	1
Total Under 18 Years	6				

Children Present: 6

Total Children: 7

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 1

**Comments**

One Day Letter left on this date. Provider is closed during the months of June and July 2017.

Plan of Improvement: Developed This Date 08/08/2017

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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Marla Baker, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 8/8/2017 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 11:40 AM

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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(3) requires furniture and equipment to be kept clean and in a safe usable condition. It was determined based on observation that two high chairs were observed to be missing their straps.

**POI (Plan of Improvement)**

The Home will clean, repair, and/or replace any item(s) noted and will maintain furniture and equipment so they are clean, safe and usable.

**Correction Deadline: 8/22/2017**

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

**Met**

**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: 1**

Child # 1

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

**Finding**

290-2-3-.08(2) requires the Home to maintain a file for each Child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations; enrollment in the Home may not continue for more than 30 days without such evidence. It was determined based on a review of records that one of six children enrolled did not have evidence of a current immunization on form 3231.

**POI (Plan of Improvement)**

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

**Correction Deadline: 9/8/2017**

**Finding**

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date, the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that the sign in and out sheet was observed to not be completed.

**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.

**Correction Deadline: 8/8/2017**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

Met

**Technical Assistance**

290-2-3-.11(2)(h) - Discussed with the provider regarding getting fire extinguisher serviced.

**Correction Deadline: 8/18/2017**

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

Technical Assistance

**Technical Assistance**

290-2-3-.13(1) - Discussed with the provider regarding ensuring that the children do not have access to the utility closet in the bathroom.

**Correction Deadline: 8/8/2017**

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

Not Met

**Finding**

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on observation that there was a loose board to the left of the playground on the wooden fence.

**POI (Plan of Improvement)**

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

Correction Deadline: 8/15/2017

## Food Service

### 290-2-3-.10 Food Service & Nutrition

Technical Assistance

#### Technical Assistance

290-2-3-.10(17) - Discussed with the provider to ensure to create a menu to indicate the various component of meals served. The provider stated that the children will have meatballs, mandarin oranges, corn, milk.

Correction Deadline: 8/8/2017

## Health and Hygiene

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

Met

#### Comment

Observed-Proper Diapering

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

Met

#### Comment

Staff Stated Proper Knowledge

### 290-2-3-.11 Medications(CR)

Met

#### Comment

The provider stated that no medication is dispensed.

## Licensure

### 290-2-3-.04 Application Requirements(CR)

Met

#### Comment

Appropriate number of children

## Safety and Discipline

### 290-2-3-.11 Discipline(CR)

Met

#### Comment

Observed-Discussion/Redirection

### 290-2-3-.11 Transportation(CR)

Met

#### Comment

No Routine Transportation Provided

## Staff Records

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

Not Met

#### Finding

290-2-3-.21(1)(d) requires each Employee hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within the preceding 12 months of the hire date. It was determined based on a review of records that a resident in the home did not have evidence of a completed satisfactory determination letter. The cogent was completed on July 19, 2017.

**POI (Plan of Improvement)**

The Home will ensure that each employee hired on or after January 1, 2014 has a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within the preceding 12 months of the hire date.

**Correction Deadline: 8/8/2017**

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**290-2-3-.07 First Aid & CPR****Not Met****Finding**

290-2-3-.07(5) requires the Home to maintain for the Provider and any Provisional Employee or 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 or trainers and which dealt with emergency care for infants and children. This training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. It was determined based on a review of records that the provider did not have evidence of a current first aid and CPR certificate.

**POI (Plan of Improvement)**

The Home will obtain the required CPR and first aid 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: 9/7/2017**

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

Staff qualifications/compliance with law

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**290-2-3-.07 Staff Training****Not Met****Finding**

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records that the provider did not have evidence of annual training for 2016.

**POI (Plan of Improvement)**

The Home will obtain the required 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: 9/7/2017**

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

Appropriate Ratios Observed

**Comment**

Observed-Adequate Supervision