



**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:** 8/14/2018    **VisitType:** Monitoring Visit    **Arrival:** 8:40 AM    **Departure:** 10:10 AM

**FR-000015265**

**Sheffield, Shirley A**

3920 MARSE ALLEN ROAD Macon, GA 31206 Bibb County  
 (478) 257-7081 shirs84@yahoo.com

**Mailing Address**

3920 MARSE ALLEN ROAD  
 MACON, GA 31206

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

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brandi.mangino@decal.ga.gov

Joint with: April Brown

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
08/14/2018	Monitoring Visit	Good Standing
04/05/2018	Monitoring Visit	Good Standing
10/11/2017	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 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	0	0	0	0	0
School Age(5+) Years	0	0	0	0	0
<b>Total Under 13 Years</b>	0	0	0	0	0
<b>Total Under 18 Years</b>	0				

Children Present: 0

Total Children: 0


Caregivers/Helpers Present: 5

Total Caregivers/Helpers: 5

**Comments**

Plan of Improvement: Developed This Date 08/14/2018

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Shirley Sheffield, Program Official \_\_\_\_\_ Date

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Brandi Mangino, Consultant \_\_\_\_\_ Date

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April Brown, Consultant \_\_\_\_\_ Date



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### Findings Report

**Date:** 8/14/2018 **VisitType:** Monitoring Visit **Arrival:** 8:40 AM **Departure:** 10:10 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed that the outside toys are in need of being cleaned. The provider stated that she will be getting outside toys with Quality Rated.

**Correction Deadline: 8/14/2018**

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed that if the crib is in use that all the mats at the bottom must be removed and used according to manufacture instructions. The provider stated that she has no infants in cribs enrolled and it will be taken down.

**Correction Deadline: 8/14/2018**

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

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

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

**Technical Assistance**

**Technical Assistance**

Please ensure that the no liability statement is signed by each parent for each enrolled child.

**Correction Deadline: 8/14/2018**

### Facility

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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Technical Assistance****Technical Assistance**

Consultant discussed to ensure that hazards remain inaccessible in that in the daycare room white-out was observed in a black and clear container, and baby wipes in the nap room were in a child's diaper bag.

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

The Home appears clean and free from hazards.

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

The outside playground was in good repair.

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**Health and Hygiene**

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**290-2-3-.11 Children's Health and Hygiene(CR)****Met****Comment**

Proper hand washing observed throughout the Home.

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**290-2-3-.11 Diapering Areas & Practices(CR)****Not Met****Finding**

290-2-3-.11(1)(f) requires diapers to be changed in the Child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change. It was determined based on consultant observation that the providers diaper changing pad was observed to be a porous surface.

**POI (Plan of Improvement)**

To ensure the control of disease transmission, the Home Provider will change diapers in the child's crib or a nonporous surface. The diapering surface will be cleaned and disinfected between use with a single use disposable towel.

**Correction Deadline: 8/14/2018**

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

The provider stated that medication is not dispensed.

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**Licensure**

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

Appropriate number of children observed in Family Child Care Learning Home this date.

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**Safety and Discipline**

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

Age-appropriate discussion and/or redirection observed.

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

**Comment**

The provider does not provide routine transportation.

**Staff Records**

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

**Met**

**Comment**

Consultant discussed with the provider that she will need a comprehensive background check by October 1, 2018.

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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 providers helper started in January 2018 and does not have the required first aid and CPR training.

**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: 9/13/2018**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**290-2-3-.07 Staff Training**

**Not Met**

**Finding**

290-2-3-.07(4) requires the Provider, Employees and Provisional Employees with direct care responsibilities to complete health and safety training at the time of employment. Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the training within the first 90 days of employment. The training must address the following health and safety topics: prevention and control of infectious diseases; prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome and abusive head trauma; emergency preparedness and response planning for emergencies resulting from a natural disaster, or threatening event such as violence at the facility; handling and storage of hazardous materials and the appropriate disposal of bio contaminants; and precautions in transporting children (if applicable). It was determined based on a review of records that the providers helper started in January 2018 and does not have the required health and safety orientation.

**POI (Plan of Improvement)**

The Provider will complete the required training and will ensure any Employees complete the training. The Provider will develop a plan to ensure that any new Employees complete the training as required.

**Correction Deadline: 9/13/2018**

**Staff:Child Ratios and Supervision**

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**290-2-3-.07 Staff:Child Ratios(CR)**

**Met**

**Comment**

Appropriate ratios were observed on this date.

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

**Met**

**Comment**

Adequate supervision observed on this date.