



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: 8/17/2017 **VisitType:** Licensing Study

Arrival: 8:50 AM

Departure: 11:00 AM

FR-39366

Henley, Cheryl D

3761 Quail Hollow Trail Snellville, GA 30039 Gwinnett County
(770) 875-9748 henleycher@hotmail.com

Mailing Address
Same

Regional Consultant

Stacy Whitten

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Fax: (404) 478-8021

stacy.whitten@dec.al.ga.gov

Joint with: Dianne Clarke

Compliance Zone Designation

08/17/2017	Licensing Study	Good Standing
03/09/2017	Licensing Study	Good Standing
09/13/2016	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)	0	0	0	0	0
1 & 2 Years	3	3	0	0	0
3 & 4 Years	1	2	0	1	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	4	5	0	1	0
Total Under 18 Years	4				

Children Present: 4

Total Children: 6

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 2

Comments

The purpose of this visit was to conduct a Licensing Study. The capacity is limited to 5 children based on zoning requirements.

Plan of Improvement: Developed This Date 08/17/2017

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)

Cheryl Dotson-McClain, Program Official

Date

Stacy Whitten, Consultant

Date

Dianne Clarke, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Observed-Variety Of Equipment

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

Met

Comment

Not caring for infants

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 4

Child # 2

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 4

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 5

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

Child # 6

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form

290-2-3-.08 Children's Records**Not Met****Finding**

Previously Cited: 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 of each Child under the care of the program in writing. Each Parent 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 five of six enrolled children did not have evidence of signed No Liability Signature Forms.

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent 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 records that the provider did not have evidence of a signed liability form for four out of four children present.

POI (Plan of Improvement)

Previously Cited: The Home Provider will obtain and maintain documentation.

The Home Provider will obtain and maintain documentation.

Correction Deadline: 8/21/2017**Recited on 8/17/2017****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 two out of four children present did not have evidence of current immunization certificates on file.

POI (Plan of Improvement)

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

Correction Deadline: 8/24/2017

Finding

Previously Cited: 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 based on a review of records that there was no evidence of a sign in and out sheet.

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 provider did not have sign-in and out procedures with the required documented information.

POI (Plan of Improvement)

Previously Cited: 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.

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: 8/18/2017

Recited on 8/17/2017

Facility

290-2-3-.08 Physical Plant - Safe Environment	Met
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Correction Deadline: 4/8/2017

Corrected on 8/17/2017

.08(8) - Correction of the previous citation in that consultant observed complete fire drill records for the period of January- December 2016 and January - July 2017.

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

Reminder-Keep Hazards Inaccessible - Consultant discussed with provider to place the hazardous items in the bathroom on a shelf up higher to keep out of reach of children and to remove the toilet brush located beside the toilet in the bathroom.

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

Home Clean, Free of Hazards

290-2-3-.13 Playgrounds(CR)	Technical Assistance
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Technical Assistance

290-2-3-.13(2)(a) - Consultant discussed with provider to remove tree limbs, pine cones and a broken board on the playground that fell from a recent storm.

Correction Deadline: 8/27/2017

Health and Hygiene

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

Met

Comment

Staff Stated Proper Knowledge

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

Met

Comment

Provider Stated Appropriate Diapering

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

Met

Comment

Provider is not currently dispensing medication.

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)

Met

Comment

Criminal Records Check complete

Comment

No new hires

Finding

Previously Cited: 290-2-3-.07(5) requires the Home to maintain for the Provider and for any 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 and which dealt with emergency care for infants and children. The Provider shall attend 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 annually. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. The annual ten clock hours of training shall be chosen from the following fields: (a) Child Development: including discipline, guidance, nutrition, injury control and safety; (b) Health: including sanitation, disease control, cleanliness, detection and disposition of illness; (c) Child Abuse and Neglect: including identification and reporting, and meeting the needs of abused and/or neglected children; and (d) Business Related Topics: including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two of the required ten clock hours of training. It was determined based on a review of records that the provider did not have current evidence of successful completion of CPR and First aid training. It was also determined based on a review of records that the provider did not have evidence of the annual ten hours of training for 2016.

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 review of records that the provider did not have evidence of current CPR/First Aid training.

POI (Plan of Improvement)

Previously Cited: The Home will obtain the required CPR, first aid and 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.

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: 8/31/2017

Recited on 8/17/2017

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

Staff qualifications/compliance with law

Finding

Previously Cited: 290-2-3-.07(5) requires the Home to maintain for the Provider and for any 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 and which dealt with emergency care for infants and children. The Provider shall attend 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 annually. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. The annual ten clock hours of training shall be chosen from the following fields: (a) Child Development: including discipline, guidance, nutrition, injury control and safety; (b) Health: including sanitation, disease control, cleanliness, detection and disposition of illness; (c) Child Abuse and Neglect: including identification and reporting, and meeting the needs of abused and/or neglected children; and (d) Business Related Topics: including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two of the required ten clock hours of training. It was determined based on a review of records that the provider did not have current evidence of successful completion of CPR and First aid training. It was also determined based on a review of records that the provider did not have evidence of the annual ten hours of training for 2016.

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 or 2017.

POI (Plan of Improvement)

Previously Cited: The Home will obtain the required CPR, first aid and 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.

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: 8/31/2017

Recited on 8/17/2017

Staff:Child Ratios and Supervision

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

Met

Comment

Appropriate Ratios Observed

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

Met

Comment

Observed-Direct Supervision/Attention To Needs