



**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:** 10/11/2017 **VisitType:** Licensing Study

**Arrival:** 8:15 AM

**Departure:** 10:20 AM

**FR-000015265**

**Sheffield, Shirley A**

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 (478) 257-7081 shirs84@yahoo.com

**Regional Consultant**

Sondra Paster

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**Mailing Address**

3920 MARSE ALLEN ROAD  
 MACON, GA 31206

<b>Compliance Zone Designation</b>		
10/11/2017	Licensing Study	Good Standing
03/01/2017	Monitoring Visit	Good Standing
10/04/2016	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 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	2	2	0	1	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	0	0	0	0	0
<b>Total Under 13 Years</b>	3	3	0	1	0
<b>Total Under 18 Years</b>	3				

Children Present: 3

Total Children: 4


Caregivers/Helpers Present: 2

Total Caregivers/Helpers: 4

**Comments**

Plan of Improvement: Developed This Date 10/11/2017

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).

	<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@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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Shirley Sheffield, Program Official

Date

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Sondra Paster, 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-.09 Activities**

**Met**

**Comment**

The consultant observed free play activities on this date.

**Correction Deadline: 10/11/2017**

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

**Met**

**Comment**

Observed-Variety Of Equipment

**Comment**

The consultant observed no unsecured hazardous equipment on this date.

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

**Met**

**Comment**

The consultant observed infant sleep requirements to be met on this date.

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

**N/A**

**Comment**

No Swimming Activities Provided

### Children's Records

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

**Not Met**

**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 observation that one of three children enrolled was observed to be without an updated immunization record.

**POI (Plan of Improvement)**

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

**Correction Deadline: 10/11/2017**

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

**Comment**

Parent Authorizations Obtained/Completed

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**Facility**

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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) Met**

**Comment**

Outside Area Clean, Well Maintained

**Comment**

No Pool on Property

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**Food Service**

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**290-2-3-.10 Food Service & Nutrition Met**

**Comment**

Menu meets USDA guidelines as the consultant observed bake chicken, collard greens, peaches, bread and milk as the menu for lunch on this date.

**Correction Deadline: 10/11/2017**

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**290-2-3-.10 Kitchen Operations Met**

**Comment**

Kitchen observed to be clean and well maintained.

**Correction Deadline: 10/11/2017**

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**Health and Hygiene**

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

**Comment**

The consultant observed hand washing practices on this date.

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

**Comment**

Observed-Proper Diapering

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

**Comment**

The provider stated that medication is not given at the home.

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

Appropriate number of children

**Safety and Discipline****290-2-3-.11 Animals****N/A****Comment**

No Animals Kept

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

Observed-Discussion/Redirection

**290-2-3-.11 First Aid Kit****Met****Comment**

Observed Kit Complete

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

No Routine Transportation Provided

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

290-2-3The provider was informed that a fingerprint background determination for any staff that had fingerprints completed before January 1, 2014 must obtain an updated fingerprint determination by October 1, 2018. The provider was further informed that all staff must have a comprehensive background check determination on file no later than October 1, 2017.

**Comment**

No new hires

**Technical Assistance**

The consultant observed a cogent fingerprint to be completed for the provider's grand daughter on this date. However, the information was not entered into decalkoala.com. The provider stated that the relative is no longer a helper. The provider entered the information into decalkoala.com while the consultant was on site.

**Correction Deadline: 3/2/2017****Corrected on 10/11/2017**

**.21(1)(g) - The staff (grand daughter) is no longer a helper in the home. The provider stated that she did have the relative to complete a fingerprint to have on file.**

**290-2-3-.07 First Aid & CPR****Met****Comment**

Observed-Provider Certified First Aid &amp; CPR

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

No Independent contractors

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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 Students-in-Training(CR)** **N/A**

**Comment**

No Students-in-training

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

**Comment**

No Volunteers

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**Staff:Child Ratios and Supervision**

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

**Comment**

Appropriate Ratios Observed

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

**Comment**

Observed-Direct Supervision/Attention To Needs