



**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:** 11/9/2018 **VisitType:** Monitoring Visit

**Arrival:** 3:55 PM

**Departure:** 5:20 PM

**FR-000001038**

**Farley, Michelle**

3626 BOLFAIR DRIVE, N. W. Atlanta, GA 30331 Fulton County  
(404) 691-5807 michellefarley17@yahoo.com

**Mailing Address**

3626 BOLFAIR DRIVE, N. W.  
ATLANTA, GA 30331

**Regional Consultant**

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@decal.ga.gov

**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
11/09/2018	Monitoring Visit	Good Standing	
04/17/2018	Licensing Study	Good Standing	
09/20/2017	Monitoring Visit	Good Standing	

**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	1	3	0	0	0
3 & 4 Years	1	1	0	0	0
School Age(5+) Years	1	1	0	0	0
Total Under 13 Years	5	7	0	0	0
Total Under 18 Years	5				
Children Present: 5 Total Children: 7 Caregivers/Helpers Present: 1 Total Caregivers/Helpers: 1					

**Comments**

Plan of Improvement: Developed This Date 11/09/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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)



#### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Michelle Farley, Program Official

Date

Stephen Knighton, Consultant

Date



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

### Findings Report

**Date:** 11/9/2018 **VisitType:** Monitoring Visit

**Arrival:** 3:55 PM

**Departure:** 5:20 PM

**FR-000001038**

**Farley, Michelle**

3626 BOLFAIR DRIVE, N. W. Atlanta, GA 30331 Fulton County  
(404) 691-5807 michellefarley17@yahoo.com

**Mailing Address**

3626 BOLFAIR DRIVE, N. W.  
ATLANTA, GA 30331

**Regional Consultant**

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@dec.al.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

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

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Infant Feeding Plan - (.10)(4), Mom Home # Missing - (.08)(1), Immunization Form - (.08)(2)

Child # 3

Met

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

Infant Feeding Plan - (.10)(4), Immunization Form - (.08)(2)

**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 a review of records that one enrolled child did not have evidence of updated immunizations on file as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 11/12/2018****Recited on 11/9/2018****Facility****290-2-3-.11 Physical Plant - Safe Environment(CR)****Met****Comment**

No hazards observed accessible to children on this date.

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

The Home appears clean and free from hazards.

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

Home does not provide swimming activities.

**Food Service****290-2-3-.10 Food Service & Nutrition****Not Met****Finding**

290-2-3-.10(4) requires that for the feeding of children under one year old the Home Provider must secure from Parents infant formula and a feeding plan. It was determined based on a review of records that two infants did not have infant feeding plans on file as required.

**POI (Plan of Improvement)**

The Home Provider will ensure that infant formula and a feeding plan is secured for children under one year old.

**Correction Deadline: 11/9/2018****Health and Hygiene****290-2-3-.11 Children's Health and Hygiene(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

---

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

**Comment**

Staff state proper knowledge of diapering procedures.

---

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

**Comment**

Discussed proper medication documentation and procedures.

---

**Licensure**

---

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

**Comment**

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

---

**Safety and Discipline**

---

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

**Comment**

Pleasant interactions observed between the provider and children in care.

---

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

**Comment**

The provider does not provide routine transportation.

---

**Staff Records**

---

**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Criminal records checks were observed to be complete.

---

**290-2-3-.07 Provider Qualifications** **Met**

**Correction Deadline: 5/1/2018**

**Corrected on 11/9/2018**

**.07(2) - Consultant observed previous citation to be corrected in that the provider is not required to have a credential at this time.**

---

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

---

**Staff:Child Ratios and Supervision**

---

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

**Comment**

Appropriate ratios were observed on this date.

**Comment**

Adequate supervision observed on this date.