



**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:** 7/24/2019 **VisitType:** Monitoring Visit

**Arrival:** 11:40 AM

**Departure:** 12:30 PM

**FR-000001270**

**Head, Donna A**

707 HOLLY DRIVE Valdosta, GA 31602 Lowndes County  
(229) 241-9787 DONNA\_HEAD@BELLSOUTH.NET

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130  
Fax: (229) 238-2955  
beth.houtz@decal.ga.gov

**Mailing Address**

707 HOLLY DRIVE  
VALDOSTA, GA 31602

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<p><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.</p> <p><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.</p> <p><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.</p> <p><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.</p>
07/24/2019	Monitoring Visit	Good Standing	
01/23/2019	Licensing Study	Good Standing	
07/19/2018	Monitoring Visit	Good Standing	

**Ratios/License Capacity**

<b>Age Ranges</b>	<b>Children Present</b>	<b>Child For Pay</b>	<b>CAPS</b>	<b>Not for Pay</b>	<b>Provider Children</b>
Infant (0-11 mos)	0	0	0	0	0
1 & 2 Years	1	1	0	0	0
3 & 4 Years	1	1	0	1	0
School Age(5+) Years	4	5	0	0	0
<b>Total Under 13 Years</b>	6	7	0	1	0
<b>Total Under 18 Years</b>	6				

Children Present: 6	Total Children: 8
Caregivers/Helpers Present: 1	Total Caregivers/Helpers: 1

**Comments**

The purpose of today's visit is a monitoring visit. This is the first visit of the fiscal year. The provider does not carry liability insurance.

Plan of Improvement: No Plan Developed

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/RulesAndRegulations.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)

Donna Head, Program Official

Date

Beth Houtz, 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:** 7/24/2019    **VisitType:** Monitoring Visit    **Arrival:** 11:40 AM    **Departure:** 12:30 PM

**FR-000001270**

**Head, Donna A**

707 HOLLY DRIVE Valdosta, GA 31602 Lowndes County  
(229) 241-9787 DONNA\_HEAD@BELLSOUTH.NET

**Mailing Address**

707 HOLLY DRIVE  
VALDOSTA, GA 31602

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@decal.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A variety of equipment and toys were observed.

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

**Met**

**Comment**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

**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: 6**

**Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 1**

Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Proof of No Liability Insurance Form

Child # 6

Met

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

**Not Met**

**Finding**

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on a review of records and provider's statement that one of six children present did not have a record on file.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the Children's records as required.

**Correction Deadline: 7/24/2019**

**Finding**

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 and provider's statement that one of six children present did not have a signed no liability insurance acknowledgement form.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 7/24/2019**

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

**Not Met**

**Finding**

290-2-3-.08(3)requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on a review of records that one of six children present did not have parental authorization for emergency care at the time of enrollment.

**POI (Plan of Improvement)**

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 7/24/2019**

**Facility**

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

**Met**

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

**Comment**

Operable smoke detector(s) were observed as required in the home 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**

The provider stated that due to the rainy weather the grass on the playground has not been able to be cut due to the ground being wet. The consultant discussed with the provider about cutting the grass on the playground after the ground dries up.

---

**Health and Hygiene**

---

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

**Met**

**Comment**

Proper hand washing observed throughout the Home.

---

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

**Met**

**Comment**

Currently there are no diapered children enrolled in the program.

---

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

**Met**

**Comment**

Per the provider no medication is currently dispensed

---

**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**

Age-appropriate discussion and/or redirection observed.

---

**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 First Aid & CPR**

**Met**

**Comment**

Evidence observed that the provider was certified in First Aid and CPR.

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staff:Child Ratios and Supervision</b>
---

---

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

**Met**

**Comment**

Appropriate ratios were observed on this date.

---

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

**Met**

**Comment**

The Provider was observed directly supervising and being attentive to the needs of the children.