



**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:** 1/3/2018 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 11:30 AM

**FR-000001939**

**Sutherland, Ethel**

2502 MILLER OAKS CIR Decatur, GA 30035 DeKalb County  
(678) 668-1351 sutherlandethel@yahoo.com

**Mailing Address**

2502 MILLER OAKS CIR  
DECATUR, GA 30035

**Regional Consultant**

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@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.
01/03/2018	Licensing Study	Good Standing	
07/10/2017	Monitoring Visit	Good Standing	
01/18/2017	Licensing Study	Good Standing	

**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	4	0	0	0
3 & 4 Years	3	3	0	0	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	6	7	0	0	0
Total Under 18 Years	6				
Children Present: 6 Total Children: 7 Caregivers/Helpers Present: 1 Total Caregivers/Helpers: 1					

**Comments**

Plan of Improvement: Developed This Date 01/03/2018

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).



**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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.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.

---

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)

---

Ethel Sutherland, Program Official

Date

---

Roslyn Williams, 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:** 1/3/2018 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 11:30 AM

**FR-000001939**

**Sutherland, Ethel**

2502 MILLER OAKS CIR Decatur, GA 30035 DeKalb County  
(678) 668-1351 sutherlandethel@yahoo.com

**Mailing Address**

2502 MILLER OAKS CIR  
DECATUR, GA 30035

**Regional Consultant**

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@decal.ga.gov

The following information is associated with a Licensing Study:

### 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)**

**Technical Assistance**

**Technical Assistance**

290-2-3-.19 - Please ensure that all children sleep on their assigned cots/mats.

**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: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1)

Child # 2

Met

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 5

Not Met

"Missing/Incomplete Components"

Physician &amp; Emergency Contact Information - (.08)(1), Immunization Form - (.08)(2)

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 review of records that this information was missing for two (2) enrolled children.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/31/2018****Recited on 1/3/2018****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 review of records that this information was not documented for two (2) children enrolled.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/3/2018****Facility****290-2-3-.11 Physical Plant - Safe Environment(CR)****Not Met****Finding**

290-2-3-.11(2)(h) requires at least one UL Approved smoke detector to be on each floor of the Home and such detectors to be maintained in working order. At least one 2-A:10-B:C fire extinguisher shall be kept in the child care area to be located no more than thirty feet from the kitchen. The extinguisher shall be maintained in working order and shall be inaccessible to the children. It was determined based on consultant's observation that the gauge on the fire extinguisher read "Recharge".

**POI (Plan of Improvement)**

The home provider will ensure that a working smoke detector is on each floor and a working fire extinguisher is available in the child care area as required, and is maintained inaccessible to children.

**Correction Deadline: 1/13/2018****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.

---

**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**

The provider stated appropriate diapering procedures.

---

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

**Comment**

Documentation for medication dispensing observed complete.

---

**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 Check(CR)** **Met**

**Correction Deadline: 7/10/2017**

**Corrected on 1/3/2018**

**.21(1)(c) - Satisfactory determination on file for all staff.**

---

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

**Comment**

Discussed staff qualifications and compliance with applicable laws and regulations.

**Correction Deadline: 2/4/2016**

**Corrected on 1/3/2018**

**.07(4) - Required training hours for 2017 on file.**

<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.