



**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:** 5/11/2018    **VisitType:** Licensing Study

**Arrival:** 2:15 PM

**Departure:** 3:20 PM

**FR-000002535**

**Spence, Gloria A**

2110 ENON MILL DR Atlanta, GA 30331 Fulton County  
 (404) 349-1270 gloriaaspen@yahoo.com

**Mailing Address**

2110 ENON MILL DR  
 ATLANTA, GA 30331

**Regional Consultant**

Stephen Knighton

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coty.cummings@decalf.ga.gov

**Quality Rated: No**

<b>Compliance Zone Designation</b>			<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.
05/11/2018	Licensing Study	Support	
10/10/2017	Monitoring Visit	Good Standing	
04/18/2017	Licensing Study	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>
<b>Infant (0-11 mos)</b>	2	2	0	0	0
<b>1 &amp; 2 Years</b>	2	2	0	0	0
<b>3 &amp; 4 Years</b>	5	5	0	0	0
<b>School Age(5+) Years</b>	0	1	0	1	0
<b>Total Under 13 Years</b>	9	10	0	1	0
<b>Total Under 18 Years</b>	9				
Children Present: 9		Total Children: 11			
Caregivers/Helpers Present: 1		Total Caregivers/Helpers: 3			
<b>Helper Needed</b>					
<b>More than 6 for pay</b>					
6 for pay present & no-pay present does not have a notarized no-pay statement					

**Comments**

Plan of Improvement: Developed This Date 05/11/2018

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)

Gloria Spence, Program Official

Date

Stephen Knighton, Consultant

Date



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**Findings Report**

**Date:** 5/11/2018    **VisitType:** Licensing Study    **Arrival:** 2:15 PM    **Departure:** 3:20 PM

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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**

A variety of equipment and toys were observed.

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

**Comment**

Pleasant naptime environment observed.

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

**Comment**

Home does not provide swimming activities.

**Children's Records**

**Records Reviewed: 9**

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

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"  
 Proof of No Liability Insurance Form

Child # 3 Met

Child # 4 Met

Child # 5 Met

**Records Reviewed: 9**

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

Child # 6	Met
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Infant Feeding Plan - (.10)(4)	
Child # 8	Met
Child # 9	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 that one enrolled child did not have an enrollment form on file as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 5/18/2018**

**Recited on 5/11/2018**

**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 one out of eight 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 two enrolled children did not have a signed No Liability Waiver Form on file as required.

**POI (Plan of Improvement)**

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

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 5/18/2018**

**Recited on 5/11/2018**

**Facility**

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

**Not Met**

**Finding**

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that fire drills were not documented as being conducted as on November and December of 2017 as required.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

**Correction Deadline: 6/10/2018**

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

**Met**

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

**Corrected on 5/11/2018**

**.13(1)(e) - Consultant observed previous citation to be corrected in that all outlets were observed to be covered as required on this date.**

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

**Met**

**Comment**

The outside area appears clean and well maintained.

**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 present infant children did not have an infant feeding plan 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: 5/18/2018**

**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**

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**290-2-3-.04 Application Requirements(CR)****Not Met****Finding**

290-2-3-.04(1)(d)requires a person that provides care for more than six children for pay, related or unrelated, as defined in the rules, to make application to the Department for a license to operate as a Child Care Learning Center. It was determined based on observation that the provider cared for eight unrelated children for pay on this date.

**POI (Plan of Improvement)**

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

**Correction Deadline: 5/14/2018****Recited on 5/11/2018**

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<b>Safety and Discipline</b>
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**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.

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<b>Staff Records</b>
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**290-2-3-.21 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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

Discussed staff qualifications and compliance with applicable laws and regulations.

**Finding**

290-2-3-.07(4) requires the Provider, Employees and Provisional Employees with direct care responsibilities to complete health and safety training at the time of employment. Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the training within the first 90 days of employment. The training must address the following health and safety topics: prevention and control of infectious diseases; prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome and abusive head trauma; emergency preparedness and response planning for emergencies resulting from a natural disaster, or threatening event such as violence at the facility; handling and storage of hazardous materials and the appropriate disposal of bio contaminants; and precautions in transporting children (if applicable). It was determined based on a review of records that the provider did not have evidence of the completion of health and safety orientation training as required.

**POI (Plan of Improvement)**

The Provider will complete the required training and will ensure any Employees complete the training. The Provider will develop a plan to ensure that any new Employees complete the training as required.

**Correction Deadline: 6/10/2018**

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<b>Staff:Child Ratios and Supervision</b>
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**Finding**

290-2-3-.07(11) requires the Home to ensure that the total number of Children unrelated to the Provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six children, except during two designated hours approved by the Department. It was determined based on observation that the provider was caring for eight unrelated children for pay on this date.

**POI (Plan of Improvement)**

The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

**Correction Deadline: 5/14/2018**

**Recited on 5/11/2018**

**Comment**

Adequate supervision observed on this date.