



**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:** 10/10/2017 **VisitType:** Monitoring Visit

**Arrival:** 11:50 AM

**Departure:** 2:25 PM

**FR-000002535**

**Spence, Gloria A**

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 (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@dec.al.ga.gov

<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.
10/10/2017	Monitoring Visit	Good Standing	
04/18/2017	Licensing Study	Good Standing	
10/25/2016	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>
<b>Infant (0-11 mos)</b>	1	1	0	0	0
<b>1 &amp; 2 Years</b>	4	4	0	0	0
<b>3 &amp; 4 Years</b>	2	2	0	0	0
<b>School Age(5+) Years</b>	1	1	0	1	0
<b>Total Under 13 Years</b>	8	8	0	1	0
<b>Total Under 18 Years</b>	8				

Children Present: 8                                      Total Children: 9  
 Caregivers/Helpers Present: 1                                      Total Caregivers/Helpers: 3

**More than 6 for pay**  
 6 for pay present & no-pay present does not have a notarized no-pay statement

**Comments**

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

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).



**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.



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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.

**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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

\_\_\_\_\_  
Gloria Spence, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephen Knighton, Consultant

\_\_\_\_\_  
Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

Observed-Variety Of Equipment

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

**Met**

**Comment**

Observed-Pleasant Naptime Environment

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Child # 7	Met
Child # 8	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: 10/10/2017**

**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 one enrolled child 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: 10/13/2017**

**Recited on 10/10/2017**

	<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Observation-No Hazards Accessible

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

**Not Met**

**Finding**

290-2-3-.13(1)(e) prohibits the use of multiple plugs and electric extension cords. Electrical outlets within reach of children shall be plugged or covered. It was determined based on observation that multiple outlets were left uncovered presenting a potential electrical hazard to children in care.

**POI (Plan of Improvement)**

The Home will not use multiple plugs and electric extension cords and will check regularly to ensure electrical outlets are plugged or covered.

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

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

**Comment**

Discussed - tree inspection and evaluation.

**Health and Hygiene**

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

**Comment**

Staff Stated Proper Knowledge

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

**Comment**

Provider Stated Appropriate Diapering

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

**Comment**

Discussed-Documentation/Procedures

**Licensure**

**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: 10/10/2017**

**Safety and Discipline**

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

**Comment**

Pleasant Interactions Observed

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

No Routine Transportation Provided

**Staff Records**

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**290-2-3-.21 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

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

Staff qualifications/compliance with law

**Staff:Child Ratios and Supervision**

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**290-2-3-.07 Staff:Child Ratios(CR)****Not Met****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: 10/20/2017**

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

Observed-Adequate Supervision