





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)

Vera Thomas, Program Official

Date

Connie Boatright, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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Atlanta, GA 30334  
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 2/12/2020 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 1:10 PM

**FR-000003815**

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The following information is associated with a Licensing Study:

### Activities and Equipment

**290-2-3-.09 Activities**

**Met**

**Comment**

The consultant observed a variety of age appropriate activities through out the providers home.

**Correction Deadline: 2/12/2020**

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

**Met**

**Comment**

Toys and equipment observed to be clean and safe from hazardous conditions.

**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.

**Comment**

There is no pool on the property

### Children's Records

**Records Reviewed: 6**

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

Child # 1

Met

Child # 2

Met

**Records Reviewed: 6**

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

Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

**Comment**

290-2-3-.08(9) The consultant observed six children to be present and six children to be signed in.

**Correction Deadline: 2/12/2020**

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

**Met**

**Comment**

Parent authorizations obtained/completed.

**Facility**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(c) - The provider will ensure 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.

**Correction Deadline: 3/13/2020**

**Technical Assistance**

290-2-3-.11(2)(f) - The provider will ensure that all poisons, medicines, cleaning agents and other hazardous materials (toilet plunger and toilet brush stored by potty accessible to the children) be in locked areas or inaccessible to children.

**Correction Deadline: 2/12/2020**

**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.

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

**Met**

**Comment**

The Home appears clean and free from hazards.

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

**Met**

**Comment**

The outside area appears clean and well maintained.

**Comment**

Home does not provide swimming activities.

**Comment**

There is no pool on the property

**Food Service**

**290-2-3-.10 Food Service & Nutrition**

**Met**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**290-2-3-.10 Kitchen Operations**

**Met**

**Comment**

The consultant observed the kitchen to be neat, clean and well organized.

**Correction Deadline: 2/12/2020**

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

**Comment**

Proper hand washing observed throughout the Home.

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

**Met**

**Comment**

Proper diapering procedures observed.

**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 Animals** Met

**Comment**

The Family Child Care Learning Home does not keep animals on premises.

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

**Comment**

Pleasant interactions observed between the provider and children in care.

**Comment**

Age-appropriate discussion and/or redirection observed.

**290-2-3-.11 First Aid Kit** Met

**Comment**

Complete first aid kit observed in the Family Child Care Learning Home

**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**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit

**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.

**290-2-3-.07 Staff Training** Met

**Comment**

The consultant observed a certificate of completion for Health and Safety & Orientation Training to be on file for the provider.

**Comment**

Annual training requirement and documentation observed.

## Staff:Child Ratios and Supervision

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

**Comment**

Appropriate ratios were observed on this date.

**Finding**

290-2-3-.07(17) requires at least one Staff person with a satisfactory Comprehensive Records Check Determination shall supervise Children at all times and requires plans shall be made to obtain additional Staff help in cases of emergencies. It was determined based on observation that the provider walked out of the house to the mail box and left 1 two-year-old strapped in a high chair, in the dining room, eating lunch with no adult supervision for two minutes. Additionally, 1 six-month-old, 1 ten-month-old, 1 one-year-old, 1 two-year-old and 1 four-year-old was left in the child activity room with no adult supervision for two minutes.

**POI (Plan of Improvement)**

The Home will ensure that either the Provider or at least one Staff person with a satisfactory Comprehensive Records Check Determination supervises the children at all times. The Home will develop or update a plan to obtain additional Staff help in case of an emergency.

**Correction Deadline: 2/12/2020**