



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.

- 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

Annette Cuyler, Program Official

Date

Kesha McNeal, 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: 1/23/2019 **VisitType:** Licensing Study **Arrival:** 1:40 PM **Departure:** 3:25 PM

FR-000005844

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.09 Activities

Technical Assistance

Technical Assistance

290-2-3-.09(4) - Please ensure that a supervised nap period is provided during the day for preschool age children.

Correction Deadline: 1/23/2019

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)

Not Met

Comment

Discussed SIDS and infant sleeping position.

Finding

290-2-3-.19(1)(b)1 requires that cots and mats shall be of sound construction and of sufficient size to accommodate comfortably the size and weight of the child. Mats must be in good repair, washable, covered with waterproof material and at least two inches (2") thick. It was determined based on the consultant's observation that mats were not in good repair in that several of the mats had exposed foam.

POI (Plan of Improvement)

The Home Provider will repair or replace cots and mats so they meet requirements.

Correction Deadline: 2/3/2019

Recited on 1/23/2019

Technical Assistance

290-2-3-.19(1)(b)2 - Please ensure that mats are used by the same child daily and marked for individual use.

Correction Deadline: 1/23/2019

Comment

Home does not provide swimming activities.

Comment

There is no pool on the property

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Infant Feeding Plan - (.10)(4),Proof of No Liability Insurance Form	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
Physician & Emergency Contact Information - (.08)(1)	
Child # 3	Met
Child # 4	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 the consultant's review that three files were incomplete.

POI (Plan of Improvement)

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

Correction Deadline: 1/23/2019

Recited on 1/23/2019

Correction Deadline: 7/18/2018

Corrected on 1/23/2019

.08(11) - Previous citation observed corrected.

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 consultant's review of records that two children enrolled did not have current evidence of immunizations.

POI (Plan of Improvement)

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

Correction Deadline: 1/23/2019

Recited on 1/23/2019

Finding

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on the consultant's review that that the home did not have evidence of children being signed in and out daily as required.

POI (Plan of Improvement)

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required.

Correction Deadline: 1/23/2019

Recited on 1/23/2019

Facility

290-2-3-.13 Physical Plant - Safe Environment

Met

Correction Deadline: 7/28/2018

Corrected on 1/23/2019

.13(1)(g) - Previous citation observed corrected on this date.

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

Not Met

Finding

290-2-3-.11(2)(a) requires the Home to have a written plan for handling emergencies, including but not limited to fire, severe weather, loss of electrical power or water, and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Home. The Home will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions. No Home personnel shall impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on the consultant's review that the home did not have an updated written plan for handling emergencies.

POI (Plan of Improvement)

The Home Provider will complete a written plan for emergencies.

Correction Deadline: 2/2/2019

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 further determined based on the consultant's review that the home did not conduct tornado, and other emergency situations very six months 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: 1/31/2019

Recited on 1/23/2019

Correction Deadline: 7/28/2018

Corrected on 1/23/2019

.11(2)(h) - Previous citation observed corrected on 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)

Not Met

Finding

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on the consultant's observation that the fencing on the right back side across from the basketball goals are measuring three feet, ten inches due to the pile of resilient materials.

POI (Plan of Improvement)

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

Correction Deadline: 1/23/2019

Health and Hygiene

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

Met

Correction Deadline: 7/18/2018

Corrected on 1/23/2019

.11(1)(i) - Previous citation observed corrected.

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

Met

Comment

The provider stated appropriate diapering procedures.

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

Met

Comment

Discussed proper medication documentation and procedures. The provider stated that no medication is being dispensed.

Licensure

290-2-3-.04 Application Requirements(CR)

Met

Comment

Application requirements reviewed with the Provider on this date.

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

Comment

Please replace/add missing/expired item(s) in first aid kit(s).

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 **Not Met**

Finding

290-2-3-.07(5) requires the Home to maintain for the Provider and any Provisional Employee or Employee with direct care responsibilities current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by certified or licensed health care professionals or trainers and which dealt with emergency care for infants and children. This training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. It was determined based on the consultant's review that a helper did not have evidence of CPR and First Aid Training on this date.

POI (Plan of Improvement)

The Home will obtain the required CPR and first aid training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

Correction Deadline: 2/22/2019

Recited on 1/23/2019

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Correction Deadline: 8/17/2018

Corrected on 1/23/2019

.07(14) - Previous citation observed corrected on this date.

Finding

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on the consultant's review that the provider or an employee did not complete ten (10) clock hours of training for 2018.

POI (Plan of Improvement)

The Home will obtain the required annual training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

Correction Deadline: 2/22/2019

Staff:Child Ratios and Supervision

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

Adequate supervision observed on this date.