





**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)

Lanoria Buttrum, Program Official \_\_\_\_\_ Date

Isha Barrie, Consultant \_\_\_\_\_ Date

Neli Todorova, 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  
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### Findings Report

**Date:** 4/25/2018 **VisitType:** Monitoring Visit **Arrival:** 9:45 AM **Departure:** 11:35 AM

**FR-000006160**

**Buttrum, Lanoria**

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Joint with: Neli Todorova

The following information is associated with a Monitoring Visit:

### 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**

**Comment**

Pleasant naptime environment observed.

**Technical Assistance**

Consultant discussed with provider about having a bare space for infants to sleep in.

**Correction Deadline: 4/25/2018**

**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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

**Records Reviewed: 9**

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

Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met

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

**Met**

**Technical Assistance**

Consultant discussed with provider about documentation for the care of related children in the home, other than the providers own children, include a notarized statement of family relationships by the parents.

**Correction Deadline: 4/25/2018**

**Facility**

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed with provider about keeping hazards inaccessible to the children.

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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)**

**Technical Assistance**

**Technical Assistance**

Consultant discussed with provider about rust on metal adult chairs on the playground.

**Health and Hygiene**

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

**Met**

**Technical Assistance**

Consultant discussed with provider about hand washing.

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed with provider about using a nonporous surface and cleaning with a disinfectant and dried with a single use disposable towel after each diaper change.

**Correction Deadline: 4/25/2018**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed with provider about having documentation showing the child's name, name of medication, date and time given, and the name of the person giving the medication.

**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**

The provider and/or the home's employee were observed to maintain a positive learning environment on this date.

**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**

**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.

**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**

The Provider was observed directly supervising and being attentive to the needs of the children.