



**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:** 1/22/2019 **VisitType:** Licensing Study

**Arrival:** 9:45 AM

**Departure:** 12:00 PM

**FR-000007390**

**Hand, Debra A**

169 PARHAM ROAD Griffin, GA 30223 Spalding County  
(678) 603-0188 DHAND169@AOL.COM

**Mailing Address**

169 PARHAM ROAD  
GRIFFIN, GA 30223

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@dec.al.ga.gov

**Quality Rated:** No

<u>Compliance Zone Designation</u>			<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.
01/22/2019	Licensing Study	Good Standing	
08/07/2018	Monitoring Visit	Good Standing	
06/12/2018	Monitoring Visit	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	1	1	0	0	0
1 & 2 Years	3	4	0	1	0
3 & 4 Years	3	2	0	1	0
School Age(5+) Years	0	0	0	2	0
Total Under 13 Years	7	7	0	4	0
Total Under 18 Years	7				
Children Present: 7 Caregivers/Helpers Present: 4					
Total Children: 11 Total Caregivers/Helpers: 5					

**Comments**

Plan of Improvement: Developed This Date 01/22/2019

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).



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://www.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)

Debra Hand, Program Official

Date

Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 1/22/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 12:00 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 290-2-3-.09 Activities

Not Met

**Technical Assistance**

Consultant discussed that activities need to be age appropriate and varied.

**Correction Deadline: 1/22/2019**

**Comment**

Consultant discussed to ensure that outdoor activities be provided daily, weather permitting.

**Correction Deadline: 1/22/2019**

**Finding**

290-2-3-.09(5) requires that children less than three (3) years of age shall not spend more than one-half (1/2) hour of time consecutively in confining equipment, such as swings, highchairs, jumpseats, carriers or walkers. Children shall use such equipment only when they are awake. Such children shall be allowed time to play on the floor daily. It was determined based on consultant observation that two enrolled children were placed in play pens while they were awake, and one in a play yard for over thirty minutes. .

**POI (Plan of Improvement)**

The Home Provider will ensure that children less three years of age do not spend more than 1/2 an hour in confining equipment and shall be allowed floor time daily.

**Correction Deadline: 1/22/2019**

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

Technical Assistance

**Comment**

Discussed with the provider to add toys and materials to enhance the learning environment.

**Technical Assistance**

Consultant discussed that the outside toys need to be cleaned.

**Correction Deadline: 1/22/2019**

**Technical Assistance**

Consultant discussed that no items should be placed in a crib/and or play pen with sleeping children. Consultant observed toys and a blanket in two play pens today with awake children.

**Correction Deadline: 1/22/2019**

**Technical Assistance**

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.

Consultant discussed cot and mat construction with the provider on this date.

**Correction Deadline: 2/1/2019**

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

Home does not provide swimming activities.

**Children's Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 4**

Child # 1 Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2)

Child # 2 Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1),Release Person Information - (.08)(10),Allergy/Medical Information - (.08)(4),Emergency Medical Authorization - (.08)(3),Immunization Form - (.08)(2)

Child # 3 Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1),Allergy/Medical Information - (.08)(4),Emergency Medical Authorization - (.08)(3)

Child # 4 Met

Child # 5 Met

Child # 6 Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4)

Child # 7 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 following information was missing:

- five of 11 children were missing the physician name and/or phone number
- one of 11 children were missing information for release person(s)
- four of 11 were missing if the child had any allergies or special needs

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/22/2019**

**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 a review of records that two of 11 children had expired 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: 1/22/2019**

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

Not Met

**Finding**

290-2-3-.08(3) requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on a review of records that four of 11 children were missing the emergency medical agreement.

**POI (Plan of Improvement)**

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 1/22/2019**

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

Met

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**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.

**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)**

Technical Assistance

**Technical Assistance**

Consultant discussed to ensure that tree roots are covered on the playground and en route to the playground.

Correction Deadline: 2/1/2019

## Health and Hygiene

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

Met

#### Comment

Handwashing requirements discussed on this date.

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

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

Not Met

#### Finding

290-2-3-.11(1)(d) prohibits Personnel from dispensing prescription or nonprescription medications to a Child without specific written authorization from the Child's physician or Parent. All medications shall be stored as authorized by Georgia law or in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a Child shall be documented showing the Child's name, name of medication, date and time given, and the name of the person giving the medication. It was determined based on consultant observation that cough syrup was accessible to children in care in that it was stored in the side of a diaper bag in the hallway.

#### POI (Plan of Improvement)

The Home will obtain written authorization before giving medicine to a Child; will document each time medicine is administered to a child; will store medicine as required in an area that is locked or not accessible to children; and will store medicine that must be refrigerated in a leak-proof container that is inaccessible to children.

Correction Deadline: 1/22/2019

#### Comment

The provider stated that no medication has been dispensed since the last regulatory visit.

## 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

Appropriate vaccination records were available on this date.

### 290-2-3-.11 Discipline(CR)

Met

#### 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**

The provider does not provide routine transportation.

**Staff Records****290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that the providers husband did not have the new comprehensive background check.

**POI (Plan of Improvement)**

The Home Provider will ensure that every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**Correction Deadline: 1/22/2019**

**Finding**

290-2-3-.21(1)(c) requires every Employee to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home if age 17 or older. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the providers husband who lives in the home was without a comprehensive background check.

**POI (Plan of Improvement)**

The Home will ensure that every Employee has a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home if age 17 or older. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

**Correction Deadline: 1/22/2019**

**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 license for the Provider and within 90 days from date of hire for Provisional Employees and Employees. It was determined based on a review of records that the provider helpers did not have the required first aid and CPR training.

**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: 2/21/2019**

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

Staff observed to be compliant with applicable laws and regulations.

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**290-2-3-.07 Staff Training****Not Met****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 members must 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 the provider and helpers did not have the required health and safety orientation.

**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: 2/21/2019**

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Met****Comment**

Appropriate ratios were observed on this date.

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

Adequate supervision observed on this date.