





Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Lacora Thomas, Program Official

Date

Chrissy Miller, 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:** 1/8/2020    **VisitType:** Licensing Study    **Arrival:** 10:55 AM    **Departure:** 2:15 PM

**FR-000009564**

**Thomas, Lacora Y**

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The following information is associated with a Licensing Study:

### Activities and Equipment

**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)**

**Technical Assistance**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Technical Assistance**

290-2-3-.19(1)(a)3 - requires that each crib and other equipment approved for infant sleep shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. The Consultant discussed with the Provider about ensuring that the sheets in both of the Pack n' Plays remain tight while the infants are sleeping in them or replacing the sheets.

**Correction Deadline: 1/8/2020**

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

**N/A**

**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: 1**

Child # 1

Met

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 1**

Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

**Not Met**

**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 the Consultant's review of child records that one child had an expired immunization form from December 10, 2019 and one child was missing an immunization form.

**POI (Plan of Improvement)**

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child. The Consultant discussed with the Provider about obtaining a doctor's note from the parent of the child with an expired immunization form if the child is unable to receive immunizations due to an illness and to ensure that all school-age children have immunization records maintained on file for the duration of their enrollment in the home regardless of attendance.

**Correction Deadline: 2/7/2020**

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

**Met**

**Comment**

Home observed complete emergency drills

**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)**

**Technical Assistance**

**Technical Assistance**

290-2-3-.13(1) - requires that the Home be clean and free from hazards. The Consultant discussed the flooring in the bathroom with the Provider. The Provider has plans to have the home remodeled which includes redoing the floors in the home and currently has the floor covered to prevent it from being a hazard to the children.

**Correction Deadline: 1/8/2020**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.13(2)(a) - requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. The Consultant discussed with the Provider about removing the branches and removing more of the roots from the fence before the children are allowed to play on the playground.

**Correction Deadline: 1/18/2020**

<b>Health and Hygiene</b>
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<b>290-2-3-.11 Children's Health and Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the Home.

<b>290-2-3-.11 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Proper diapering procedures observed.

<b>290-2-3-.11 Medications(CR)</b>	<b>N/A</b>
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**Comment**

Per the provider no medication is currently dispensed

<b>Licensure</b>
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<b>290-2-3-.04 Application Requirements(CR)</b>	<b>Met</b>
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**Comment**

Appropriate number of children observed in Family Child Care Learning Home this date. The Consultant observed four children for pay and two children not for pay on this date.

<b>Safety and Discipline</b>
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<b>290-2-3-.11 Animals</b>	<b>N/A</b>
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**Comment**

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

<b>290-2-3-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Pleasant interactions observed between the provider and children in care.

<b>290-2-3-.11 First Aid Kit</b>	<b>Met</b>
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**Comment**

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

<b>290-2-3-.11 Transportation(CR)</b>	<b>N/A</b>
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**Comment**

The provider does not provide routine transportation.

<b>Staff Records</b>
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**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 or residents since the last regulatory visit.

**Comment**

Criminal records checks were observed to be complete.

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**290-2-3-.07 First Aid & CPR** **Met**

**Correction Deadline: 8/16/2019**

**Corrected on 1/8/2020**

**.07(5) - The Consultant observed the Provider to have a valid certification in CPR and First Aid on this date that expires on August 10, 2021.**

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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** **Met**

**Correction Deadline: 2/22/2019**

**Corrected on 1/8/2020**

**.07(6) - The Consultant observed this rule to be corrected on this date.**

**Staff:Child Ratios and Supervision**

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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.