



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

Karen Mc Clerkin, Program Official

Date

Dianne Clarke, 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
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Findings Report

Date: 11/4/2019 VisitType: POI Follow Up Arrival: 9:35 AM Departure: 12:25 PM

FR-000009996

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The following information is associated with a POI Follow Up:

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
Physician & Emergency Contact Information - (.08)(1)	
Child # 5	Met
Child # 6	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 a review of records that one child did not have their physician's information listed.

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Correction Deadline: 11/4/2019

Recited on 11/4/2019

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Correction Deadline: 7/25/2019

Corrected on 11/4/2019

.08(11) - The previous citation was observed to be corrected in that the current liability insurance form was observed.

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 one child did not have evidence of current immunization. The immunization records expired on October 17, 2019.

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Correction Deadline: 11/18/2019

Recited on 11/4/2019

Facility

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

Met

Correction Deadline: 7/25/2019

Corrected on 11/4/2019

.13(2)(a) - The previous citation was observed to be corrected in that there were no active ant piles on the playground. Discussed with the helper regarding ensuring that the playground remains clean and checked regularly for ant piles.

Safety and Discipline

Correction Deadline: 7/24/2019

Corrected on 11/4/2019

.07(14) - The previous citation was observed to be corrected in that adequate supervision was observed. The consultant reminded the provider/helper to ensure that children are supervised at all times.