



**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:** 2/22/2019    **VisitType:** Complaint Closure from visit on 02/22/2019    **Arrival:** 12:05 PM    **Departure:** 3:00 PM

**FR-000011071**

**Brown, Tracey L**

579 Sam Rodger Road Americus, GA 31719 Sumter County  
 (229) 938-8922 tracybrown579@gmail.com

**Regional Consultant**

Lisa Prather

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 lisa.prather@decal.ga.gov

**Mailing Address**

579 Sam Rodgers  
 Americus, GA 31719

**Quality Rated:** No

| <b>Compliance Zone Designation</b> |                                   |               |
|------------------------------------|-----------------------------------|---------------|
| 02/22/2019                         | Complaint Investigation Follow Up | Good Standing |
| 02/22/2019                         | Complaint Closure                 | Deficient     |
| 02/12/2019                         | Licensing Study                   | Good Standing |

**Compliance Zone Designation** - 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.

**Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.

**Support** - Program performance is demonstrating a need for improvement in meeting rules.

**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.


**Comments**

**Advisement of Potential for Repeated Rule Violations during Pending Investigations**

This report shall serve as official notice of potential rule violations. These potential rule violations have been detailed in this report and discussed with you by the consultant. The department shall conduct a thorough investigation to determine if in fact the alleged rule violation(s) should or should not be substantiated. Please be aware that the investigation may take some time to be finalized to ensure fairness and accuracy. During this investigation period, any violations of an identical rule or rules will require the department to treat any and all substantiated rule violations identified in the investigation as repeated rule violation(s).

Further, from time to time the department discovers additional rule violations during the course of an investigation. If there are new rule violation(s), your consultant shall inform you of the violation(s) as soon as possible. However, as stated above, any violations of identical rule(s) will require the department to treat any and all additional rule violations identified in the investigation as repeated rule violations.

All rule violations found in relation to a complaint or incident investigation will be associated with the date the investigation was closed.



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.

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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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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)

I have read and understand the Rules and Regulations for Family Child Care Learning Home, 290-2-3. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

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Tracey Brown, Program Official

Date

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Lisa Prather , Consultant

Date



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### Summary Report

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The following information is associated with a Complaint Closure:

**Children's Records**

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

**Not Met**

**Finding Associated with Complaint**

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 investigative findings that 5 of 23 enrolled children who were in care in February 2019 did not have a children's record on file.

**POI (Plan of Improvement)**

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

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

**Finding Associated with Complaint**

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined based on investigative findings that two children who were unrelated and present throughout the month of February 2019 did not have notarized statements from the parents attesting to no pay status on file.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

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

**Finding Associated with Complaint**

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 investigative findings that there was no record of attendance for seven children present during February 2019 and signatures/initials, arrival times, and/or departure times were not recorded for eight other children listed on attendance records in February 2019.

**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: 2/22/2019**

**Licensure**

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

**Not Met**

**Finding Associated with Complaint**

290-2-3-.04(1)(d)requires a person that provides care for more than six children for pay, related or unrelated, as defined in the rules, to make application to the Department for a license to operate as a Child Care Learning Center. It was determined based on investigative findings that the provider cared for a total of 14 children on February 1, 2019, a total of 15 children on February 4, 2019 and February 11, 2019, and a total of 13 children on February 18, 2019. The provider stated that 2 of the 23 enrolled children were unrelated and kept without pay. She stated that 1 of 23 children was related and kept for pay.

**POI (Plan of Improvement)**

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

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

**Staff:Child Ratios and Supervision**

**290-2-3-.07 Staff:Child Ratios(CR)**

**Not Met**

**Finding Associated with Complaint**

290-2-3-.07(12)(13) requires the Home to ensure that whenever Related Children or Children who reside in the Home are present in the Home the total number of children present under the age of thirteen years may not exceed twelve, and the space requirement of 35 square feet per each child present must be met. It was determined based on investigative findings that the provider cared for a total of 14 children on February 1, 2019, a total of 15 children on February 4, 2019 and February 11, 2019, and a total of 13 children on February 18, 2019. The provider stated that 2 of the 23 enrolled children were unrelated and kept without pay and there was one related child kept for pay.

**POI (Plan of Improvement)**

The Home will limit the number of children as required by the rules.

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