



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: 10/13/2017 VisitType: Licensing Study

Arrival: 1:00 PM

Departure: 3:35 PM

FR-000011496

Rakestraw, Shirley A.

35 WINDSOR WAY Oxford, GA 30054 Newton County  
(770) 787-8920 rakestraw8920@aol.com

**Mailing Address**

P.O. BOX 563  
OXFORD, GA 30054

**Regional Consultant**

Jacquelyn Sims

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| Compliance Zone Designation |                   |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|-------------------|---------------|--|
| 10/13/2017                  | Licensing Study   | Good Standing |  |
| 04/28/2017                  | Licensing Study   | Good Standing |  |
| 10/17/2016                  | Complaint Closure | Good Standing |  |

**Ratios/License Capacity**

| Age Ranges                    | Children Present | Child For Pay               | CAPS | Not for Pay | Provider Children |
|-------------------------------|------------------|-----------------------------|------|-------------|-------------------|
| Infant (0-11 mos)             | 0                | 0                           | 0    | 0           | 0                 |
| 1 & 2 Years                   | 3                | 5                           | 0    | 0           | 0                 |
| 3 & 4 Years                   | 1                | 3                           | 0    | 0           | 0                 |
| School Age(5+) Years          | 0                | 0                           | 0    | 0           | 0                 |
| Total Under 13 Years          | 4                | 8                           | 0    | 0           | 0                 |
| Total Under 18 Years          | 4                |                             |      |             |                   |
| Children Present: 4           |                  | Total Children: 9           |      |             |                   |
| Caregivers/Helpers Present: 2 |                  | Total Caregivers/Helpers: 3 |      |             |                   |

**Comments**

The purpose of this visit was to conduct a licensing study. Consultant also reviewed criminal records requirements with the provider.

Plan of Improvement: No Plan Developed

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).



**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.



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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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

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Shirley Rakestraw, Program Official

Date

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Jacquelyn Sims, Consultant

Date



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### Findings Report

**Date:** 10/13/2017 **VisitType:** Licensing Study

**Arrival:** 1:00 PM

**Departure:** 3:35 PM

**FR-000011496**

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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**

Discussed-Add to Enhance Variety

**290-2-3-.19 Infant-Sleeping Safety Requirements(CR)**

**Met**

**Comment**

Not caring for infants

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 4**

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

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4

Met

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

**Not Met**

**Technical Assistance**

290-2-3-.08(1) - Consultant spoke with the provider and made her aware that parents must sign children in and out, with a signature containing first and last names.

**Correction Deadline: 10/13/2017****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 the provider lacked current immunization records for one of four children.

**POI (Plan of Improvement)**

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

**Correction Deadline: 10/13/2017**

|  |  |                 |
|--|--|-----------------|
|  |  | <b>Facility</b> |
|--|--|-----------------|

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

**Comment**

Consultant observed emergency plans posted in the home.

**Correction Deadline: 10/23/2017**

|   |                |
|---|----------------|
| <b>290-2-3-.13 Physical Plant-Structural/Mechanical(CR)</b> | <b>Not Met</b> |
|---|----------------|

**Finding**

290-2-3-.13(1) requires that the Home be clean and free from hazards. It was determined based on an observation, that a plunger was observed next to the toilet in the bathroom used by children in care.

**POI (Plan of Improvement)**

To ensure the cleanliness and safety of the environment, the Home Provider will make hazardous items inaccessible to the children.

**Correction Deadline: 10/13/2017**

|                                    |                |
|------------------------------------|----------------|
| <b>290-2-3-.13 Playgrounds(CR)</b> | <b>Not Met</b> |
|------------------------------------|----------------|

**Finding**

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. It was determined based on an observation, that black plastic was observed within the resilient surfacing of the outside play area which posed a tripping hazard.

**POI (Plan of Improvement)**

The Home will repair any and all identified outdoor hazards and will monitor playground daily or more often as needed to ensure that the Home's outdoor play area is kept clean and free of hazards.

**Correction Deadline: 10/23/2017****Comment**

No Swimming Activities Provided

|  |  |                           |
|--|--|---------------------------|
|  |  | <b>Health and Hygiene</b> |
|--|--|---------------------------|

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

**Comment**

Staff Stated Proper Knowledge

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

**Comment**

Staff Stated Proper Knowledge

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

Provider stated that she does not dispense medications.

**Licensure**

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

Provider was observed to care for four unrelated children.

**Safety and Discipline**

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**290-2-3-.11 Animals****Met****Comment**

No Animals Kept

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**290-2-3-.11 Discipline(CR)****Met****Comment**

Pleasant Interactions Observed

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**290-2-3-.11 Transportation(CR)****Technical Assistance****Technical Assistance**

290-2-3-.11(2)(j) - Consultant spoke with the provider and asked that all documentation is filled out completely, with no blanks left.

**Comment**

290-2-3-.11(2)(n) - Consultant observed documentation of liability insurance.

**Correction Deadline: 10/13/2017**

**Staff Records**

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**290-2-3-.21 Criminal Records Check(CR)****Not Met****Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination before the individual is present at the Home while any child is present at the Home. It was determined based on a review of records, that the provider's spouse lacked documentation of a satisfactory criminal records check determination. Consultant left a one day letter with the provider.

**POI (Plan of Improvement)**

The Home Provider will obtain the required satisfactory records check determination(s). The Home will ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination. The Provider, Employees, and Provisional Employees MUST have a Satisfactory Records Check Determination to reside in and be at the Home when a child is present for care.

**Correction Deadline: 10/13/2017**

**Comment**

No new hires

**Correction Deadline: 4/28/2017**

Corrected on 10/13/2017

.21(1)(e) - Correction of previous citation in that the the violation was previously cited under the incorrect rule.

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

**Not Met**

**Finding**

Previously Cited: 290-2-3-.07(5) requires the Home to maintain for the Provider and for any 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 and which dealt with emergency care for infants and children. The Provider shall attend ten clock hours of diverse training which is related to care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. The annual ten clock hours of training shall be chosen from the following fields: (a) Child Development: including discipline, guidance, nutrition, injury control and safety; (b) Health: including sanitation, disease control, cleanliness, detection and disposition of illness; (c) Child Abuse and Neglect: including identification and reporting, and meeting the needs of abused and/or neglected children; and (d) Business Related Topics: including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two of the required ten clock hours of training. It was determined based on a review of records, that the provider did not have documentation to show that first aid/ CPR had been completed.

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 licensure 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 and helper lacked first aid and CPR training.

**POI (Plan of Improvement)**

Previously Cited: The Home will obtain the required CPR, first aid and annual 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.

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: 10/27/2017**

**Recited on 10/13/2017**

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

**Met**

**Comment**

Staff qualifications/compliance with law

|   |
|---|
| <b>Staff:Child Ratios and Supervision</b> |
|---|

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

**Met**

**Comment**

Appropriate Ratios Observed

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

**Met**

**Comment**

Observed-Adequate Supervision