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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@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.

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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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Cynthia Harper, Program Official

Date

Jessica Grant, 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:** 10/11/2017 **VisitType:** Licensing Study

**Arrival:** 10:45 AM

**Departure:** 11:30 AM

**FR-000012129**

**Harper, Cynthia D**

215 BIRCHWALK COURT Riverdale, GA 30274 Clayton County  
(404) 438-7503 cythia10366@bellsouth.net

**Mailing Address**

215 BIRCHWALK COURT  
RIVERDALE, GA 30274

**Regional Consultant**

Jessica Grant

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jessica.grant@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Observed-Variety Of Equipment

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

**Met**

**Comment**

Staff stated proper knowledge.

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

**Correction Deadline: 3/23/2017**

**Corrected on 10/11/2017**  
**Information observed.**

**Correction Deadline: 3/22/2017**

**Corrected on 10/11/2017**  
**Documentation observed.**

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

**Correction Deadline: 3/22/2017**

**Corrected on 10/11/2017**  
**Documentation observed.**

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**Facility**

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**290-2-3-.11 Physical Plant - Safe Environment(CR)** **Not Met**

**Finding**

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of files that the provider did not have drills recorded for September.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

**Correction Deadline: 11/10/2017**

**Comment**

Observation-No Hazards Accessible

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**290-2-3-.13 Physical Plant-Structural/Mechanical(CR)** **Met**

**Comment**

Home Clean, Free of Hazards

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

**Correction Deadline: 4/1/2017**

**Corrected on 10/11/2017**

**A orange mesh gate was observed as a barrier to surround the trampoline.**

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**Health and Hygiene**

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

**Comment**

Proper hand washing followed.

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

**Comment**

Staff Stated Proper Knowledge

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

**Comment**

Discussed-Documentation/Procedures

**Licensure**

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

**Comment**

Appropriate number of children

**Safety and Discipline**

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

**Comment**

Appropriate Vaccination Records

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

**Comment**

Observed-Discussion/Redirection

**290-2-3-.11 Transportation(CR)** **Met**

**Comment**

No Routine Transportation Provided

**Staff Records**

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**290-2-3-.21 Criminal Records Check(CR)** **Met**

**Comment**

No new hires

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

**Comment**

Staff qualifications/compliance with law

**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 employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will 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 based on review of files that the provider did not have the required training completed.

**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.

<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