



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

Penelope Moore, Program Official

Date

Kimberly Stoy, 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: 3/14/2019 **VisitType:** Monitoring Visit **Arrival:** 7:55 AM **Departure:** 9:35 AM

FR-000013543

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The following information is associated with a Monitoring Visit:

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) **Met**

Comment

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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

Comment

Home does not provide swimming activities.

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR) **Met**

Comment

No hazards observed accessible to children on this date.

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

Comment

The Home appears clean and free from hazards.

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

Comment

The outside area appears clean and well maintained.

Health and Hygiene

290-2-3-.11 Children's Health and Hygiene(CR)**N/A****Comment**

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the provider on this date.

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

Licensure

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

No children enrolled on this date.

Safety and Discipline

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

Staff Records

290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that the provider and a resident has not submitted a records check application to the department.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will submit a fingerprint application to ensure that every actual and potential Provider, Employee and Provisional Employee of a Family Child Care Learning Home submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

Correction Deadline: 3/14/2019

Finding

290-2-3-.21(1)(c) requires every Employee to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home if age 17 or older. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the provider and one family member did not have a comprehensive background check on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before an individual age 17 or older resides in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

Correction Deadline: 3/14/2019

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

Comment

Staff observed to be compliant with applicable laws and regulations.

290-2-3-.07 Staff Training **Met**

Correction Deadline: 12/31/2018

Corrected on 3/14/2019

.07(6) - Consultant observed ten hours of annual training for 2018 for the provider.

Staff:Child Ratios and Supervision

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

Comment

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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

Comment

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)