



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).



Please refer to the website, <http://www.dec.state.ga.us/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@dec.state.ga.us](mailto: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.

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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)



#### 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](mailto:qualityrated@dec.state.ga.us)

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Bridget Duffy Holland, Program Official

Date

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April Brown, 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:** 9/25/2018 **VisitType:** Licensing Study

**Arrival:** 11:45 AM

**Departure:** 2:45 PM

**FR-000013545**

**Duffy Holland, Bridget**

88 PHILADELPHIA DRIVE McDonough, GA 30253 Henry County  
(770) 914-8976 noahholland4@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

April Brown

Phone: (770) 357-5101  
Fax: (770) 357-5102  
april.brown@dec.al.ga.gov

The following information is associated with a Licensing Study:

**Activities and Equipment**

**290-2-3-.09 Activities**

**Not Met**

**Finding**

290-2-3-.09(5) requires that children less than three (3) years of age shall not spend more than one-half (1/2) hour of time consecutively in confining equipment, such as swings, highchairs, jumpseats, carriers or walkers. Children shall use such equipment only when they are awake. Such children shall be allowed time to play on the floor daily. It was determined based on observation that an infant and a one-year-old child in care were observed to be confined in a bouncy seat and walker for more than 45 consecutive minutes.

**POI (Plan of Improvement)**

The Home Provider will ensure that children less three years of age do not spend more than 1/2 an hour in confining equipment and shall be allowed floor time daily.

**Correction Deadline: 9/25/2018**

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

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

**N/A**

**Comment**

Home does not provide swimming activities.

**Children's Records**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
Dad Work # Missing -(08)(1),Physician & Emergency Contact Information - (08)(1),Immunization Form - (08)(2)	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Physician & Emergency Contact Information - (08)(1),Immunization Form - (08)(2)	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (08)(2)	
Child # 5	Met

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**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 two out of five records did not contain the child's physician's emergency contact information as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 9/25/2018**

**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 three out of five children in care did not have evidence of up to date immunizations or a signed affidavit against such immunizations on file as required

**POI (Plan of Improvement)**

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

**Correction Deadline: 9/25/2018**

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

**Met**

**Comment**

Parent authorizations obtained/completed.

**Facility**

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

Consultant discussed the new written emergency policy and procedure plan with the provider on this date.

**Correction Deadline: 10/5/2018****Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

**Comment**

Operable smoke detector(s) were observed as required in the home this date.

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**290-2-3-.13 Physical Plant-Structural/Mechanical(CR)****Not Met****Finding**

290-2-3-.13(1) requires that the Home be clean and free from hazards. It was determined based on observation that there was chipped paint throughout the walls in the play area accessible to 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. The provider will paint or cover the chipped paint throughout the walls in the play area.

**Correction Deadline: 10/1/2018**

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**290-2-3-.13 Playgrounds(CR)****Not Met****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 observation that there were plastic weed barriers protruding throughout the ground on the playground posing as tripping hazards accessible to children in care.

**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. The provider will cover the weed barriers or remove them from the playground area.

**Correction Deadline: 10/5/2018**

<b>Food Service</b>
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**290-2-3-.10 Food Service & Nutrition****Not Met****Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Consultant discussed the new USDA guidelines with the provider on this date. Children in care were served Salisbury steak, mixed vegetables, mashed potatoes, apple sauce, wheat bread, and milk for lunch.

**Finding**

290-2-3-.10(6) requires infants under six months of age and older children who cannot hold their own bottles or sit alone to be held while feeding. Baby bottles shall never be propped and the infant's head shall be elevated while feeding. It was determined based on observation that a four-month-old infant in care was observed to be fed while laying in a bouncer seat instead of being held for feeding as required.

**POI (Plan of Improvement)**

The Home will hold the identified children with their heads elevated while feeding and will never prop baby bottles.

**Correction Deadline: 9/25/2018**

**Health and Hygiene**

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

**Not Met**

**Finding**

290-2-3-.11(1)(i) requires that personnel shall wash their hands with liquid soap and warm running water: immediately before and after each diaper change; immediately upon the first Child's arrival in the Home for care and upon re-entering the Home after outside play; before and after dispensing oral medications and applying topical medications, ointments, creams or lotions, handling and preparing food, eating, drinking, preparing bottles, feeding or assisting children with eating and drinking; after toileting or helping children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids such as, but not limited to, mucus, saliva, vomit or blood, and after contamination by any other means. It was determined based on observation that the provider was observed to not wash her hands after handling clorox bleach spray after cleaning up the play area and table tops used for children after eating lunch.

**POI (Plan of Improvement)**

To ensure proper hygiene, the provider and all Staff shall wash their hands with liquid soap and warm running water as required.

**Correction Deadline: 9/25/2018**

**Finding**

290-2-3-.11(1)(j) requires children's hands to be washed with liquid soap and warm running water: immediately upon arrival for the day and re-entering the child care area after outside play; before and after eating meals and snacks, handling or touching food, and playing in water; after toileting and diapering, playing in sand, touching animals or pets, contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood, and after contamination by any other means. It was determined based on observation that children in care did not wash their hands immediately after eating lunch as required.

**POI (Plan of Improvement)**

To ensure proper hygiene, all children will wash their hands with liquid soap and warm running water as required.

**Correction Deadline: 9/25/2018**

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

**Met**

**Comment**

The provider stated appropriate diapering procedures.

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

**N/A**

**Comment**

The provider stated medication is not dispensed or administered at this time.

**Licensure**

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

**Comment**

Appropriate number of children observed in Family Child Care Learning Home this date.

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**Safety and Discipline**

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**290-2-3-.11 Animals** **N/A**

**Comment**

The Family Child Care Learning Home does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Complete documentation of transportation observed with permission forms completed by the children's parents.

**Comment**

The provider stated that the vehicle was off site and not working at this time.

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**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 and the provider's statement, a helper that has been providing care for children since September 21, 2018, did not have a local criminal records check or finger print clearance completed as required by the Department.

**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. The provider stated that the helper (neighbor) will no longer have contact with children in care.

**Correction Deadline: 9/25/2018**

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

**Comment**

Evidence observed that the provider was certified in First Aid and CPR which was completed on April 25, 2018.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.



**Finding**

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, record keeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records that the provider did not complete the 10 hours of annual training for 2017 as required. The provider completed two out of the 10 hours of annual training for 2017.

**POI (Plan of Improvement)**

The Home will obtain the required 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.

**Correction Deadline: 10/25/2018**

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Met****Comment**

Appropriate ratios were observed on this date.

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

Adequate supervision observed on this date.