





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.

**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.

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.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Bridget Duffy Holland, Program Official

Date

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:** 2/26/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 12:35 PM

**FR-000013545**

**Duffy Holland, Bridget**

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

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

**Corrected on 2/26/2019**

**Correction of citation in that the provider was observed to move the children around within 20 minutes of sitting in a walker on this date.**

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

**Met**

**Comment**

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

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

**Technical Assistance**

**Comment**

Discussed SIDS and infant sleeping position with the provider on this date.

**Technical Assistance**

Consultant observed a bassinet present in the home for an infant in care who was enrolled on February 26, 2019. Consultant discussed with the provider the following:

\* The Home shall provide either a safety approved crib or other equipment that is approved for infant sleep for each infant (any child under the age of twelve (12) months or any child who is under eighteen (18) months of age who is not walking), who cannot climb out of the crib or other approved equipment. Each crib shall be safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards; any other equipment, such as, but not limited to, a portable crib, playpen, play yard or bassinet, shall be in compliance with current ASTM Standard Consumer Safety Specifications for Non-Full-Size Baby Cribs/Play Yards.

The provider removed the bassinet as the infant was not observed to sleep in the bassinet. The provider had an extra pack and play which was approved for infant safe sleeping that will be used for the infant in care.

**Correction Deadline: 2/26/2019**

**Comment**

There was no pool on the property and the provider stated no swimming activities were being provided on this date.

**Children's Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Mom Home # Missing -(08)(1), Mom Work # Missing -(08)(1), Dad Home # Missing -(08)(1), Dad Work # Missing -(08)(1), Immunization Form - (08)(2), Physician & Emergency Contact Information - (08)(1), Emergency Medical Authorization - (08)(3), Allergy/Medical Information - (08)(4), Transportation Agreement - (08)(7), Release Person Information - (08)(10), Infant Feeding Plan - (.10)(4), Proof of No Liability Insurance Form	
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

**290-2-3-.08 Children's Records****Not Met****Correction Deadline: 9/25/2018****Corrected on 2/26/2019**

**Correction of citation in that the two records reviewed contained the child's physician's emergency contact information on this date.**

**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, one child in care did not have a record on file as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/26/2019****Correction Deadline: 9/25/2018****Corrected on 2/26/2019**

**Correction of citation in that the provider received an updated immunization record for the child in care as required.**

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

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**Comment**

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

**Comment**

An operable smoke detector was observed as required in the home on this date.

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

**Met**

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

**Corrected on 2/26/2019**

**Correction of citation observed in that the wall area was painted and free of chipped paint on this date.**

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

**Met**

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

**Corrected on 2/26/2019**

**Correction of citation in that the plastic weed barriers were removed and mulch was observed to be placed throughout the playground area on this date.**

<b>Food Service</b>
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**290-2-3-.10 Food Service & Nutrition**

**Met**

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

**Corrected on 2/26/2019**

**Correction of citation in that the provider stated proper knowledge of feeding requirements of infants in care on this date.**

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

**Met**

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

**Corrected on 2/26/2019**

**Correction of citation in that the provider stated proper knowledge of handwashing procedures on this date.**

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

**Corrected on 2/26/2019**

**Correction of citation in that the provider stated proper knowledge of handwashing procedures on this date.**

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

**Met**

**Comment**

The provider stated proper knowledge of diapering procedures on this date.

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

Discussed proper medication documentation and procedures with the provider; however, the provider stated medication is not dispensed or administered at this time.

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**Licensure**

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

Application requirements reviewed with the Provider on this date. A current 2019 license was observed posted in the home on this date.

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**Safety and Discipline**

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

Age-appropriate discussion and redirection observed on this date.

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

The provider stated routine transportation is not provided at this time.

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**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit which was conducted on September 25, 2018.

**Comment**

Criminal records checks were observed to be complete on this date.

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

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

**Corrected on 2/26/2019**

**Correction of citation in that the provider stated the neighbor / helper no longer provides care for the children.**

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

The provider was observed to be compliant with applicable laws and regulations on this date.

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

Staff training will be evaluated during the next licensing study visit.

**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.

<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.