



**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:** 11/13/2018 **VisitType:** Licensing Study

**Arrival:** 12:50 PM

**Departure:** 4:00 PM

**FR-000014861**

**Robinson, Sybil A**

1018 ASHTON OAK CIR Stone Mountain, GA 30083 DeKalb County  
(678) 665-0822 mssybil2005@yahoo.com

**Regional Consultant**

Chrische Walker

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**Mailing Address**

1018 ASHTON OAK CIRCLE  
Stone Mountain, GA 30083

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
11/13/2018	Licensing Study	Good Standing	
04/03/2018	Monitoring Visit	Good Standing	
12/04/2017	Licensing Study	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	1	0	0	1	0
1 & 2 Years	3	4	0	0	0
3 & 4 Years	2	5	0	0	0
School Age(5+) Years	0	1	0	1	0
<b>Total Under 13 Years</b>	6	10	0	1	0
<b>Total Under 18 Years</b>	6				
Children Present: 6		Total Children: 12			
Caregivers/Helpers Present: 2		Total Caregivers/Helpers: 3			

**Comments**

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous study on April 3, 2018. The consultant left an Emergency Preparedness Plan, Fire Drill and Emergency Drill Form, No Liability Form, and Steps to obtain submit fingerprints to the Department. The consultant provided immediate technical assistance for registering and submitting fingerprints.

A one day letter was left on this date

Plan of Improvement: Developed This Date 11/13/2018

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.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)

Sybil Robinson, Program Official

Date

Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 11/13/2018 **VisitType:** Licensing Study

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**FR-000014861**

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Correction Deadline: 4/3/2018**

**Corrected on 11/13/2018**

.09(5) - The previous citation has been corrected on this date. The consultant did not observe children younger than three years of age spending more than 30 minutes in high chairs. The provider stated that the children are placed in the high chairs only during morning snack, lunch, and or snack times.

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

**Technical Assistance**

**Comment**

A variety of equipment and toys were observed.

**Technical Assistance**

290-2-3-.12(4) -Please ensure to secure the television in the main back room.

**Correction Deadline: 11/13/2018**

**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

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 4**

Child # 1

Met

Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	

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

**Not Met**

**Finding**

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on a review of records that four new enrolled children did not have an acknowledgement receipt of no liability insurance.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

Consultant provided the form to the provider on this date.

**Correction Deadline: 11/30/2018**

**Recited on 11/13/2018**

**Finding**

290-2-3-.08(12) requires that documentation for the care of related children in the Home, other than the Providers own children, include a notarized statement of family relationships by the Parent(s). It was determined that based on review of records that there was no evidence of notarized family relationship statement for two children.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 11/30/2018**

**Recited on 11/13/2018**

**Finding**

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined that based on review of records that there was no evidence of notarized statement attesting to the non-pay status for two children.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 11/30/2018**

**Recited on 11/13/2018**

**Facility**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(c) - Great job on documenting fire drill documentations. Please remember to conduct and document emergency drills.

**Correction Deadline: 12/13/2018**

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

**Met**

**Comment**

The Home appears free from hazards.

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

**Met**

**Comment**

The outside was observed on a wet and rainy day. The provider stated that children's equipment and toys are placed outside for additional play.

**Food Service**

**290-2-3-.10 Food Service & Nutrition**

**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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

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

**Health and Hygiene**

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

**Met**

**Correction Deadline: 4/3/2018**

**Corrected on 11/13/2018**

**.11(1)(j) - The previous citation has been corrected on this date. The provider stated that the children wash hands before and after lunch. The consultant discussed with the provider to ensure that all of the children are washing their hands upon arrivals. The consultant observed the children to wash their hands prior to afternoon snack.**

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**290-2-3-.11 Diapering Areas & Practices(CR)****Met****Correction Deadline: 4/3/2018****Corrected on 11/13/2018**

.11(1)(f) - The previous citation has been corrected on this date. The consultant observed that the family provider is now using disposable changing pads for the changing surface until it is replaced.

**Comment**

The family provider stated proper knowledge of diapering procedures.

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

Discussed proper medication documentation and procedures.

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**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. The consultant observed five unrelated children for compensation and one related child not for compensation on this date.

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**Policies and Procedures**

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**290-2-3-.14 Required Reporting****Met****Comment**

The consultant discussed the new online required reporting on this date.

**Correction Deadline: 11/13/2018**

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**Safety and Discipline**

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

Appropriate vaccination records were available on this date for one family dog.

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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 First Aid Kit****Met****Comment**

Please/add missing items in first aid kit from the checklist.

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

The provider does not provide routine transportation.

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**Staff Records**

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

290-2-3-.21(1)(h) requires that every Provider receive a satisfactory Comprehensive Records Check Determination before October 1, 2018. It was determined based on a review of records that the provider was present without a Comprehensive Records Check Determination before October 1, 2018 and did not have documentation of submission of fingerprints. The provider did have a National criminal records check satisfactory letter on file. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Provider will immediately obtain a satisfactory Comprehensive Records Check Determination. The consultant assisted provider on obtaining comprehensive record check determination letter.

**Correction Deadline: 11/13/2018**

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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.

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

Staff observed to be compliant with applicable laws and regulations.

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**290-2-3-.07 Staff Training****Not Met****Correction Deadline: 5/3/2018****Corrected on 11/13/2018**

**.07(4) - The previous citation has been corrected on this date. The consultant observed the provider and helper to complete the required health and safety orientation class.**

**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, recordkeeping, 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 ten required hours for the 2017 calendar year.

**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: 12/31/2018****Comment**

The consultant discussed with the provider that only two additional 2018 training hours are needed to be completed by December 31, 2018. The provider has eight completed hours for the 2018 year.

<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.