





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)

Thelma Cooper, Program Official

Date

Keshia Hayward, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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Atlanta, GA 30334  
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 9/18/2018    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 1:00 PM

**FR-0000170023**

**Cooper, Thelma**

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Comment**

Discussed with the provider to add toys and materials to enhance the learning environment.

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

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Comment**

Per provider the home does not provide swimming activities.

### Children's Records

**290-2-3-.08 Children's Records** **Not Met**

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

**Corrected on 9/18/2018**

**.08(1) - Citation corrected in that a record was available for all children enrolled.**

**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 three of ten children did not have evidence of the no liability insurance forms.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 9/18/2018**

**Recited on 9/18/2018**

**Correction Deadline: 5/11/2018**

**Corrected on 9/18/2018**

**.08(2) - citation corrected in that immunization records were available for review for all children on this date.**

**Finding**

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that the Provider did not have documentation of arrival and departure times.

**POI (Plan of Improvement)**

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required.

**Correction Deadline: 9/18/2018**

**Recited on 9/18/2018**

	<b>Facility</b>
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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 a review of records that the Provider did not have documentation of a fire drill for August of 2018.

**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: 9/18/2018**

**Recited on 9/18/2018**

**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 an observation that the front porch was cluttered and not clean. Furthermore, the licensed room had hazards accessible to children such as a battery charger, rubbing alcohol, medication and dog food. It was even further determined that the ceiling in the adjacent room where children are allowed to play had exposed wood falling in due to a heavy rain storm.

**POI (Plan of Improvement)**

To ensure the cleanliness and safety of the environment, the Home Provider will make hazardous items inaccessible to the children.

**Correction Deadline: 9/18/2018**

**Recited on 9/18/2018**

**Finding**

290-2-3-.13(1)(e) prohibits the use of multiple plugs and electric extension cords. Electrical outlets within reach of children shall be plugged or covered. It was determined based on consultants observation that electrical outlets not in use on an extension cord under a table did not have protective caps.

**POI (Plan of Improvement)**

The Home will not use multiple plugs and electric extension cords and will check regularly to ensure electrical outlets are plugged or covered.

**Correction Deadline: 9/18/2018**

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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 consultants observation that propane gas tanks, a grill, lawn mower, and gas jugs were located on the outside premises within the route to the play area.

**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.

**Correction Deadline: 9/28/2018**

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**Food Service**

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**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://decal.ga.gov/CACFP/Handbook.aspx>

USDA

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

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**290-2-3-.10 Kitchen Operations**

**Not Met**

**Finding**

290-2-3-.10(9) requires that foods be stored above the floor on clean surfaces so as to be protected from contamination. It was determined based on consultants observation that groceries were stored on the floor under the kitchen table on this date.

**POI (Plan of Improvement)**

The Home Provider will store all foods above the floor on clean surfaces.

**Correction Deadline: 9/18/2018**

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**Health and Hygiene**

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

**Comment**

No children present on this date. Staff stated recommended times for hand washing throughout the day.

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

**Comment**

Staff stated proper knowledge of the diaper changing procedure.

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

**Comment**

Per provider medication is not dispensed. Discussed proper medication documentation and procedures.

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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.

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**Safety and Discipline**

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**290-2-3-.11 Animals** **Not Met**

**Finding**

290-2-3-.11(1)(n) requires pets in the Home be properly vaccinated in accordance with the requirements of the local county Boards of Health. Unconfined pets shall not be permitted in child care areas when any Child is present except for supervised learning experiences. It was determined based on consultants observation that the provider did not have evidence of current vaccinations for three dogs at the home. One dog was located in the home and two dogs were on the porch.

**POI (Plan of Improvement)**

The Home will ensure that all animals are properly vaccinated and that unconfined animals are not allowed in child care areas.

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

**Recited on 9/18/2018**

**Finding**

290-2-3-.11(o) requires the Home control pets and other animals to maintain proper sanitation and ensure animals are not a hazard to anyone. No animal that may be vicious is permitted on the premises while children are present. Farm animals cannot be housed within 500 feet of the home. It was determined based on consultants observation and review of records that a pit bull was present in the home on this date.

**POI (Plan of Improvement)**

The Home Provider will ensure that proper sanitation is maintained and that animals are not a hazard to anyone on the premises of the Home. Any animal that may have a vicious propensity, shall not be allowed on the premises of the Home any time children are present. Any farm animals on the property, must not be housed within 500 feet of the Home.

**Correction Deadline: 9/18/2018**

**Recited on 9/18/2018**

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

**Comment**

Provider shared programs discipline practices on this date.

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**290-2-3-.11 First Aid Kit** **Met**

**Comment**

Complete first aid kit observed in the Family Child Care Learning Home

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

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

**Corrected on 9/18/2018**

.11(2)(k) - Citation corrected in that the provider stated transportation is not provided to children in care.

**Staff Records**

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

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staff:Child Ratios and Supervision**

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

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)