





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](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.

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)

Jayne Godfrey, Program Official

Date

Lajuana Williams, 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:** 5/18/2020 **VisitType:** Licensing Study **Arrival:** 2:35 PM **Departure:** 5:15 PM

**FR-0000280308**

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.12(5) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.19 - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit, as there were no children present this date.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(19) - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property.

### Children's Records

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

**Met**

**Comment**

Records were observed to be complete and well organized.

### Facility

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(h) - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through a working fire extinguisher and smoke detectors on each floor were observed.

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

290-2-3-.13(1) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

290-2-3-.13(2)(a) - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair. It was discussed the resilient surface material around the multicolored slide would be replaced prior to children being in care.

**Food Service**

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

290-2-3-.10(9) - A Virtual Visit was conducted due to the COVID-19 pandemic. Proper food storage was observed and discussed with the Director/Provider during the virtual walk through.

**Correction Deadline: 5/18/2020****Health and Hygiene**

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

290-2-3-.11(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

290-2-3-.11(1)(f) - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date. During the virtual walk through the diapering was observed and the provider displayed proper knowledge of the rules and regulations.

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

Per the provider no medication is currently dispensed

**Licensure**

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

290-2-3-.04(1)(d) - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through it was determined that there were no children present.

**Safety and Discipline**

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**290-2-3-.11 Animals****Technical Assistance****Technical Assistance**

290-2-3-.11(1)(n) - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**Correction Deadline: 5/18/2020**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(3) - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through as there were no children present. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(j) - A Virtual Visit was conducted due to the COVID-19 pandemic. The provider does not provide routine transportation.

**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

**Comment**

Criminal records checks were observed to be complete.

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

**N/A**

**Comment**

Evidence observed that the provider was certified in First Aid and CPR.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(27) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

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

**Not Met**

**Comment**

Health and Safety Training observed to be completed..

**Finding**

290-2-3-.07(9) requires that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department- approved source. 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 shall be maintained in the Home by the Provider, as required by these rules. It was determined during an administrative review conducted on May 18, 2020, that the provider did not have evidence of then clock hours of annual training for 2019.

**POI (Plan of Improvement)**

The Home will obtain the required annual training for Staff 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: 6/17/2020**

## Staff:Child Ratios and Supervision

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

Technical Assistance

#### Technical Assistance

290-2-3-.07(16) - A Virtual Visit was conducted due to the COVID-19 pandemic. Ratio was not directly observed during the virtual walk through. Regulations regarding proper ratio was discussed with the Director/Provider on this date.

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### 290-2-3-.07 Supervision(CR)

Technical Assistance

#### Technical Assistance

290-2-3-.07(17) - A Virtual Visit was conducted due to the COVID-19 pandemic. Supervision was not directly observed during the virtual walk through. Regulations regarding proper supervision were discussed with the Director/Provider on this date.