



**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:** 10/2/2018     **VisitType:** Monitoring Visit     **Arrival:** 10:30 AM     **Departure:** 12:10 PM

**FR-0000360104**

**Sutton, Tammy J**

408 WINDTREE COURT Martinez, GA 30907 Columbia County  
(706) 799-3825 tammysutton83@yahoo.com

**Regional Consultant**

Melyn Smith

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**Mailing Address**

408 WINDTREE COURT  
MARTINEZ, GA 30907

**Quality Rated: No**

<b>Compliance Zone Designation</b>		
10/02/2018	Monitoring Visit	Good Standing
01/25/2018	Monitoring Visit	Good Standing
08/08/2017	Licensing Study	Good Standing

**Compliance Zone Designation** - 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.

**Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.

**Support** - Program performance is demonstrating a need for improvement in meeting rules.

**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	1	1	0	0	0
1 & 2 Years	6	2	0	4	0
3 & 4 Years	3	3	0	0	0
School Age(5+) Years	0	4	0	2	1
<b>Total Under 13 Years</b>	10	10	0	6	0
<b>Total Under 18 Years</b>	10				
Children Present: 10		Total Children: 17			
Caregivers/Helpers Present: 2		Total Caregivers/Helpers: 8			

**Comments**

Plan of Improvement: Developed This Date 10/02/2018

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)

Tammy Sutton, Program Official

Date

Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 10/2/2018    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 12:10 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A variety of equipment and toys were observed.

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

**Met**

**Comment**

Pleasant naptime environment observed.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 2**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 2**

Child # 6	Met
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Infant Feeding Plan - (.10)(4)	
Child # 8	Met
Child # 9	Met
Child # 10	Met

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

**Not Met**

**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 review of records, that one child was lacking current evidence of age-appropriate immunizations on this date.

**POI (Plan of Improvement)**

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

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

**Facility**

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

The Home appears clean and free from hazards.

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

**Met**

**Comment**

The outside area appears clean and well maintained.

**Food Service**

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

**Not Met**

**Finding**

290-2-3-.10(4) requires that for the feeding of children under one year old the Home Provider must secure from Parents infant formula and a feeding plan. It was determined, based on review of records, that the Home was lacking a feeding plan for one infant enrolled on this date.

**POI (Plan of Improvement)**

The Home Provider will ensure that infant formula and a feeding plan is secured for children under one year old.

Correction Deadline: 10/5/2018

## Health and Hygiene

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

**Comment**

Proper hand washing observed throughout the Home.

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

The provider does not dispense or administer medications at this time.

## Licensure

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

**Comment**

290-2-3-.04(1)(d) - The provider and a helper were observed to provide care for five unrelated children for pay and five related children for no pay on this date.

Correction Deadline: 10/2/2018

## Safety and Discipline

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

**Comment**

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

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

**Comment**

The provider and/or the home's employee were observed to maintain a positive learning environment on this date.

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

**Comment**

The provider does not provide routine transportation.

## Staff Records

**290-2-3-.21 Criminal Records and Comprehensive Background Checks(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.

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

**Met**

**Correction Deadline: 2/22/2018**

**Corrected on 10/2/2018**

**.07(4) - Previous citation corrected, based on review of records, in that all staff had documentation of completing the Health and Safety Orientation Training as required on this date.**

<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**

The Provider was observed directly supervising and being attentive to the needs of the children.