



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: 1/24/2018 **VisitType:** Licensing Study

Arrival: 10:45 AM

Departure: 2:00 PM

FR-0000441028

Bolton, Patricia S.

2861 MONTICELLO PLACE Decatur, GA 30030 DeKalb County
(404) 289-6023 myworld2861@gmail.com

Mailing Address

2861 MONTICELLO PLACE
DECATUR, GA 30030

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

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chrische.walker@decal.ga.gov

Quality Rated: ★

Compliance Zone Designation			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.
01/24/2018	Licensing Study	Good Standing	
07/26/2017	Monitoring Visit	Good Standing	
01/26/2017	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	1	0	0	0
1 & 2 Years	4	5	0	0	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	5	6	0	0	0
Total Under 18 Years	5				
Children Present: 5 Caregivers/Helpers Present: 1					
Total Children: 6 Total Caregivers/Helpers: 1					

Comments

The purpose of today's visit it to conduct a Licensing Study and to follow up from previous visit on July 26, 2017. The consultant left a copy of First Aid Checklist and a No Liability Insurance and Acknowledgment Signature page for the children's parents.

Plan of Improvement: Developed This Date 01/24/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.al.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://dec.al.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Patricia Bolton, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 1/24/2018 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.09 Activities

Met

Comment

The consultant observed family child care schedule for the children.

Correction Deadline: 1/24/2018

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

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

Met

Comment

Discussed SIDS/Infant sleeping position with the provider.

Correction Deadline: 1/24/2018

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

N/A

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

Records Reviewed: 5**Records with Missing/Incomplete Components: 5**

Immunization Form - (.08)(2), Physician & Emergency Contact Information - (.08)(1), Dad Work # Missing - (.08)(1)

Child # 2

Not Met

"Missing/Incomplete Components"

Infant Feeding Plan - (.10)(4), Immunization Form - (.08)(2)

Child # 3

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 4

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 5

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2), Mom Work # Missing - (.08)(1), Dad Work # Missing - (.08)(1), Physician & Emergency Contact Information - (.08)(1)

290-2-3-.08 Children's Records**Not Met****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 consultant's review of records that one child enrolled did not have a current and updated record.

POI (Plan of Improvement)

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

Correction Deadline: 1/24/2018**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 consultant's review of records that two children's files reviewed did not have a physician's name, address, and number on enrollment forms. It was further determined that two children's files did not have mother's and father's name of employment, work address, and phone number on children's enrollment forms.

POI (Plan of Improvement)

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

Correction Deadline: 1/24/2018**Technical Assistance**

290-2-3-.08(11) - Please ensure that all children have a signed copy of the No Liability Insurance and Acknowledgement on file.

Correction Deadline: 1/24/2018**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 consultant's review of records that five children present did not have current evidence of immunizations on file.

POI (Plan of Improvement)

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

Correction Deadline: 1/26/2018**Recited on 1/24/2018**

Facility	
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290-2-3-.11 Physical Plant - Safe Environment(CR)	Met
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Comment

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

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

The Home appears clean and free from hazards.

290-2-3-.13 Playgrounds(CR)	Met
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Comment

Please continue to monitor outside play area after rainy weather conditions.

Food Service	
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290-2-3-.10 Food Service & Nutrition	Technical Assistance
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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>

Technical Assistance

290-2-3-.10(4) - Please remember to always ensure that infant feeding plans are posted.

Correction Deadline: 1/24/2018

Technical Assistance

290-2-3-.10(13) - Please ensure thermometers in refrigerator and freezer are in working conditions.

Correction Deadline: 2/3/2018

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

The consultant observed the children to wash their hands after diapering. Family provider stated that children wash hands upon arrivals and several times throughout the day.

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

The provider stated appropriate diapering procedures.

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

Discussed proper medication documentation and procedures.

Licensure**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 children in care for compensation on this date.

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**

Pleasant interactions observed between the provider and children in care.

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

Please replace/add missing items that is on the first aid checklist.

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

The provider does not provide routine transportation.

Staff Records

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

Criminal records checks were observed to be complete. The consultant reminded family provider that criminal records check expires in 2019. The consultant also discussed the proper steps to ensure a completed criminal records check by January 2019.

290-2-3-.07 First Aid & CPR	Met
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Comment

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

290-2-3-.07 Other Staff Direct Contact with Children(CR)	Met
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Comment

The facility does not currently have any additional staff employed. The consultant discussed with family provider that a completed satisfactory background check will be required for any staff helpers.

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

Discussed staff qualifications and compliance with applicable laws and regulations.

290-2-3-.07 Staff Training	Not Met
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Finding

290-2-3-.07(4) requires the Provider, Employees and Provisional Employees with direct care responsibilities to complete health and safety training at the time of employment. Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the training within the first 90 days of employment. The training must address the following health and safety topics: prevention and control of infectious diseases; prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome and abusive head trauma; emergency preparedness and response planning for emergencies resulting from a natural disaster, or threatening event such as violence at the facility; handling and storage of hazardous materials and the appropriate disposal of bio contaminants; and precautions in transporting children (if applicable). It was determined based on consultant's review of records that there was no documentation of health and safety training for the provider.

POI (Plan of Improvement)

The Provider will complete the required training and will ensure any Employees complete the training. The Provider will develop a plan to ensure that any new Employees complete the training as required.

Correction Deadline: 1/31/2018

Recited on 1/24/2018

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 consultant's review of records that the family provider did not complete ten clock hours of training for the year of 2017.

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. The family provider completed six of ten hours of training in the year of 2017.

Correction Deadline: 2/23/2018

Staff:Child Ratios and Supervision

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

Met

Comment

Appropriate ratios were observed on this date.

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

Met

Comment

Adequate supervision observed on this date.