





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)

Lucy Hernandez, Program Official

Date

Margarita Collier, Consultant

Date



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

### Findings Report

**Date:** 5/21/2020 **VisitType:** Licensing Study **Arrival:** 12:20 PM **Departure:** 1:45 PM

**FR-0000670714**

**Hernandez, Lucy M**

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**Regional Consultant**

Margarita Collier

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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**

Please ensure to continue to monitor all toys and equipment for normal wear and tear.

**Comment**

Toys and equipment observed to be clean and safe from hazardous conditions.

**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)**

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 0**

|           |     |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |

**Technical Assistance**

Please ensure that the parents update the following information as needed:

- Parents' personal and/or work telephone numbers and address
- Emergency contact information
- Release to persons' names and addresses
- Children's allergies and/or medical needs

**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 of five children did not have evidence of a current immunization certificate on file. The consultant observed one of five children to have an immunization certificate that expired on August 31, 2019.

**POI (Plan of Improvement)**

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child. The consultant further discussed obtaining access to the GRITS (Georgia Registry Immunization Transaction System) via the local health department.

**Correction Deadline: 5/21/2020**

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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

Per provider, the home was scheduled for an annual inspection of the home's fire extinguisher on April 8, 2020. However, the appointment was cancelled due to the COVID-19 pandemic. The consultant requested that the provider follow-up with the county fire department to verify if the fire extinguisher inspection will be rescheduled.

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

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**

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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

The provider stated the proper handwashing procedures for staff and children.

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

The consultant discussed the following with the provider on this date:

- Monitoring the diaper changing pad for normal wear and tear (i.e. exposed foam).
- The location of the diaper changing pad.

**Comment**

The provider stated appropriate diapering procedures.

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

**Met**

**Comment**

Per the provider no medication is currently dispensed

**Licensure**

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

**Met**

**Comment**

The consultant observed the provider to care for three unrelated for pay on this date.

**Policies and Procedures**

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed the required reporting requirements via DECAL KOALA with the provider.

**Correction Deadline: 5/21/2020**

**Safety and Discipline**

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

**Met**

**Comment**

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

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

**Not Evaluated**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

**Technical Assistance**

**Comment**

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.

**Technical Assistance**

Please ensure to monitor and/or replace the following items in the home's first aid kit:

- Thermometer
- Antibiotic ointments
- Rubber gloves
- Cold Pack
- Scissors
- Tweezers
- Gauze pads
- Band-aids (assorted sizes)
- Insect-sting preparation
- Antiseptic cleansing solution
- Protective eye wear
- Triangular bandage
- Protective face mask
- Adhesive tape

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**290-2-3-.11 Transportation(CR)****Met****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)****Technical Assistance****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 was conducted on October 30, 2019.

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

**Comment**

The consultant reviewed one staff file on this date. The consultant observed one of one staff member to have evidence of a satisfactory comprehensive criminal record check letter.

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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**

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****Met****Comment**

Annual training requirement and documentation observed.

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**Staff:Child Ratios and Supervision**

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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.