



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

Theresa Nix, Program Official _____ Date

Candace Gilbert, Consultant _____ Date

Isha Barrie, Consultant _____ Date



Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 2/7/2018 **VisitType:** Licensing Study **Arrival:** 9:10 AM **Departure:** 11:10 AM

FR-0000690121

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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

A variety of equipment and toys were observed.

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

Met

Comment

Consultant discussed with provider about proper sleeping practices and observed proper sleeping equipment.

Correction Deadline: 2/7/2018

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

Met

Comment

Home does not provide swimming activities.

Children's Records

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

Not Met

Technical Assistance

290-2-3-.08(1) - Consultant discussed with provider that all doctor's information will be completed and filled out by parents.

Correction Deadline: 2/7/2018

Finding

290-2-3-.08(8)(b) requires that the Family Child Care Learning Home have policies and procedures which shall include written procedures for the following:

1. Guidance and discipline techniques;
 2. Handling emergency medical care, including where the Children will be taken for emergency medical care;
 3. Administering medication and recording noticeable adverse reactions to medication;
 4. Notifying Parents of their Child's illness, injury, and exposure to a notifiable disease;
 5. Noticeable adverse reaction to medication(s);
 6. Exclusion of sick children;
 7. Exclusion of children with communicable diseases, as defined on the chart of communicable diseases which contains recommendations for the exclusion of sick children and their readmission, and is provided by the Department;
 8. Protection of children in the event of severe weather, fire, and physical plant problems, such as power failure, that affect climate control, loss of water, or structural damages;
 9. The transportation of Children to and from school or Home, if provided, to include the procedure to be followed if no one is home to receive the transported Child;
 10. Identification of others providing care. The Provider must inform the Parents of Children in care of the names of any caregiver and their responsibilities, and the names of the persons who would be called upon in an emergency;
 11. Parents' ability to visit the Family Child Care Learning Home unannounced and at any time that their Child is in care;
 12. Any information requested by the Parent concerning the operation of the Family Child Care Learning Home or the care of the Child, including but not limited to a description of any special procedures to be followed in caring for the Child, such as any special services which the Home agrees to provide to a Child with special needs . The Parent(s) will be provided daily communication (verbal/written) regarding the care of the Child, especially with infants, toddlers and nonverbal Children. Additionally, the Provider must bring special problems or significant developments to the Parent's attention as soon as they arise;
 13. Notification of the existence of a firearm in the Family Child Care Learning Home;
 14. Notification of any changes in the regular composition of the household. The Provider must notify the Parent(s) of anyone regularly on the premises, including but not limited to spouse, friend(s), relative(s), or significant other(s);
 15. Notification of the existence of any pets or other animals residing in the Home or on the property of the Family Child Care Learning Home; and
 16. Notification of infant sleep position practices. The Provider must notify Parent(s) of Sudden Infant Death Syndrome (SIDS) risk reduction practices, sleep positioning policies, and arrangements for placing all infants on their backs for sleep.
- It was determined based on consultant's review of records that notice to parents about firearms were not present in the policies and procedures for the family child care learning home.

POI (Plan of Improvement)

The Home Provider will add the missing written policies to the policies and procedures and will update policies and procedures as changes occur in the operation of the Home.

Correction Deadline: 2/7/2018

290-2-3-.08 Parental Authorization(CR)**Met****Comment**

Parent authorizations obtained/completed.

Facility

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

Consultant observed proper documentation of fire and tornado drill, and spoke with provider about lock down documentation and drills.

Correction Deadline: 3/9/2018**Comment**

No hazards observed accessible to children on this date.

Comment

Consultant observed working smoke detectors on each level and a working fire extinguisher.

Correction Deadline: 2/17/2018

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

The Home appears clean and free from hazards.

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

The outside area appears clean and well maintained.

Comment

There is no pool on the property

Health and Hygiene

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

Proper diapering procedures observed.

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

Proper diapering procedures observed.

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

Documentation for medication dispensing observed complete.

Licensure

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

Comment

Appropriate number of children observed in Family Child Care Learning Home this date.

Safety and Discipline

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

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 First Aid Kit **Met**

Comment

Complete kit observed in the Family Child Care Learning Home

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

Comment

The provider does not provide routine transportation.

Staff Records

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

Comment

Criminal records checks were observed to be complete.

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

Comment

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

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

Comment

Discussed staff qualifications and compliance with applicable laws and regulations.

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

Comment

Annual training requirement and documentation observed.

Staff:Child Ratios and Supervision

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

Appropriate ratios were observed on this date. Consultant observed five children present (for pay), one related child (not for pay), and one provider.

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

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