





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://www.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)

Alvinnia Thomas, Program Official

Date

Connie Boatright, 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:** 9/21/2021 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 11:00 AM

**FR-0001380010**

**Thomas, Alvinna**

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

#### 290-2-3-.09 Activities

Not Met

##### Finding

290-2-3-.09(1) requires the Home to provide a variety of daily activities appropriate for the Childrens' ages and developmental levels. Children with special needs shall be integrated unless contraindicated medically or by parental agreement. Activities shall be planned to include indoor and outdoor play; a balance of quiet and active periods; a balance of supervised free choice and caregiver-directed activities; individual, small group, and large group activities; large muscle activities; small muscle activities; language experiences; arts and crafts; dramatic play; rhythm and music; and nature and science experiences. It was determined based on observation that the provider did not have individual, small group, and large group activities; large muscle activities; small muscle activities; language experiences; arts and crafts; dramatic play; rhythm and music; and nature and science experiences available for the children.

##### POI (Plan of Improvement)

The Home Provider will revise the schedule so a variety of appropriate activities are provided.

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

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

Not Met

##### Finding

290-2-3-.12(1) requires the Home to provide a variety of age-appropriate toys, books and play equipment and materials. It was determined that the provider has not provided a variety of age-appropriate toys, books and play equipment and material for the children as required.

##### POI (Plan of Improvement)

The Home Provider will secure a variety of appropriate equipment.

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

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

Met

##### Comment

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

**Comment**

Discussed night time care checklist.

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

**Met**

**Comment**

Home does not provide swimming activities.

**Comment**

There is no pool on the property

**Children's Records**

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

**Not Met**

**Correction Deadline: 3/8/2021**

**Corrected on 9/21/2021**

**.08(1) - The previous citation was observed to be corrected on this date.**

**Finding**

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on review of all child files that four of four child files did not have the required no liability insurance form on file.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

**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 the consultant's review of all child files that four of four child files have no immunization on file and has been enrolled for more than thirty days.

**POI (Plan of Improvement)**

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

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

**Finding**

290-2-3-.08(4) requires the Home to maintain a file for each Child that includes known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the Child's participation in the program. It was determined based on review of child files that one of four child files were missing the physician information and one of four files was missing the father's work and home information.

**POI (Plan of Improvement)**

The Home Provider will secure and maintain the missing Child's health information.

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

**Finding**

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on observation that no sign in and sign out sheets could be provided to the consultant.

**POI (Plan of Improvement)**

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required.

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

**290-2-3-.08 Parental Authorization(CR)****Not Met****Finding**

290-2-3-.08(3)requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on review of child files that one of five child files was missing the parental authorization for emergency medical care when the parent is not available.

**POI (Plan of Improvement)**

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 10/1/2021**

**Recited on 9/21/2021**

**Correction Deadline: 3/8/2021**

**Corrected on 9/21/2021**

**.08(7) - The previous citation was observed to be corrected on this day.**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Met****Comment**

Home observed complete emergency drills

**Comment**

No hazards observed accessible to children on this date.

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

**Comment**

Operable smoke detector(s) were observed as required in the home this date.

**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**

Home does not provide swimming activities.

**Comment**

There is no pool on the property

**Health and Hygiene**

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

**Met**

**Comment**

There were no children were enrolled on this date. Proper hand washing of children and staff was discussed with the provider on this date.

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

**Met**

**Comment**

There are no diapered children currently enrolled in the program.

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

**Met**

**Comment**

Per the provider no medication is currently dispensed

**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**

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(1)(n) - The provider will ensure that pets in the Home be properly vaccinated in accordance with the requirements of the local county Boards of Health. Unconfined pets shall not be permitted in child care areas when any Child is present except for supervised learning experiences.

**Correction Deadline: 9/21/2021**

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

**Met**

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Met**

**Comment**

The provider does not provide routine transportation.

**Staff Records**

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

**Met**

**Correction Deadline: 2/24/2021**

**Corrected on 9/21/2021**

**.21(1)(a) - The previous citation was observed to be corrected.**

**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.

**Correction Deadline: 2/24/2021**

**Corrected on 9/21/2021**

**.21(1)(c) - The previous citation was observed to be corrected.**

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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**

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(9) - The provider will ensure that 10 hours of annual training is completed every calendar year. (8 hours for 2020)

**Correction Deadline: 10/21/2021**

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)**

**Met**

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Met**

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)