





**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](http://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](mailto: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](mailto:qualityrated@dec.al.ga.gov)

Drena Reuben, Program Official \_\_\_\_\_ Date

Neli Todorova, Consultant \_\_\_\_\_ Date

Tasha McDonald, Consultant \_\_\_\_\_ Date



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

**Date:** 4/3/2018      **VisitType:** Licensing Study      **Arrival:** 1:15 PM      **Departure:** 3:45 PM

**FR-14942**

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Joint with: Tasha McDonald

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)**

**Technical Assistance**

**Technical Assistance**

Discussed with the provider that cots and mats shall be provided for each child who is two (2) years of age or older and who is required to take a nap and for each child under the age of two years who can climb out of a crib or other equipment approved for infant sleep

**Correction Deadline: 4/13/2018**

**Technical Assistance**

Discussed with the provider that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If individually marked, they must be laundered weekly or more frequently

**Correction Deadline: 4/3/2018**

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

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form, Release Person Information - (.08)(10), Immunization Form - (.08)(2)

Child # 2 Met

Child # 3 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Proof of No Liability Insurance Form

Child # 4 Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form,Immunization Form - (.08)(2),Allergy/Medical Information - (.08)(4)

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

**Not Met**

**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 records that four children did not have the signed No Liability form on file.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 4/3/2018**

**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 review of records that three children did not have current immunization records on file 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: 4/3/2018**

**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 records that three children did not have the information about allergies, physical problem or mental health disorders.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/3/2018**

**Facility**

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

**Not Met**

**Finding**

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that there was no documentation for tornado drills for 2017 and 2018.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years. Consultant provided new form on this date.

**Correction Deadline: 5/3/2018**

**Finding**

290-2-3-.11(2)(d) requires that hanging cords be inaccessible to children. It was determined base on consultant's observation that there were hanging cords from the flat screen television mounted on the wall that were accessible to the children and can pose a strangulation hazard.

**POI (Plan of Improvement)**

The Home Provider will ensure that hanging cords are inaccessible.

**Correction Deadline: 4/3/2018**

**Technical Assistance**

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

**Finding**

290-2-3-.11(2)(h) requires at least one UL Approved smoke detector to be on each floor of the Home and such detectors to be maintained in working order. At least one 2-A:10-B:C fire extinguisher shall be kept in the child care area to be located no more than thirty feet from the kitchen. The extinguisher shall be maintained in working order and shall be inaccessible to the children. It was determined based on consultant's observation that the fire extinguisher was not in good working order in that the arrow on the dial was in the red zone.

**POI (Plan of Improvement)**

The home provider will ensure that a working smoke detector is on each floor and a working fire extinguisher is available in the child care area as required, and is maintained inaccessible to children.

**Correction Deadline: 4/13/2018**

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**290-2-3-.13 Physical Plant-Structural/Mechanical(CR)****Not Met****Finding**

Previously Cited: 290-2-3-.13(1)(g) prohibits the use of multiple plugs and electric extension cords. Electrical outlets within reach of children shall be plugged or covered. It was determined based upon consultant's observation, that multiple electrical outlets were not covered as required on this date.

290-2-3-.13(1)(e) prohibits the use of multiple plugs and electric extension cords. Electrical outlets within reach of children shall be plugged or covered. It was determined based on consultant's observation that one electric outlet that was accessible to the children did not have the protective plate on and the socket was covered with duct tape.

**POI (Plan of Improvement)**

Previously Cited: The Home will not use multiple plugs and electric extension cords and will check regularly to ensure electrical outlets are plugged or covered.

The Home will not use multiple plugs and electric extension cords and will check regularly to ensure electrical outlets are plugged or covered.

**Correction Deadline: 4/3/2018**

**Recited on 4/3/2018**

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

Discussed with the provider to make sure that the playground is not affected by the water damage in the neighborhood and the area is clean and in good repair before the children go outside.

**Correction Deadline: 4/13/2018****Correction Deadline: 3/17/2017****Corrected on 4/3/2018**

.13(2)(c) - Previous citation corrected on this date as per provider's statement the pool was removed and there were no gaps observed at the bottom of the wooden fence.

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Staff state proper knowledge of diapering procedures.

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

Discussed proper medication documentation and procedures. Director stated no medication since the last visit to this date.

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**Licensure**

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

Application requirements reviewed with the Provider on this date.

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**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)****Met****Comment**

Pleasant interactions observed between the provider and children in care.

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

Complete kit observed in the Family Child Care Learning Home

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

The provider does not provide routine transportation.

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**290-2-3-.21 Criminal Records Check(CR)****Not Met****Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination before the individual is present at the Home while any child is present at the Home. It was determined based on review of records that three residents of the home did not have evidence of local background check, nor satisfactory national background check determination on file.

**POI (Plan of Improvement)**

The Home Provider will obtain the required satisfactory records check determination(s). The Home will ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination. The Provider, Employees, and Provisional Employees MUST have a Satisfactory Records Check Determination to reside in and be at the Home when a child is present for care.

**Correction Deadline: 4/3/2018****Comment**

A one-day letter was left with the provider on this date. The one-day letter indicates the requirements for employees to have a satisfactory records check. Additionally, the letter requires the provider to obtain the missing record check(s) within one business day.

**Correction Deadline: 11/28/2017****Corrected on 4/3/2018****.21(1)(e) - Previous citation corrected on this date.**

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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**

Discussed staff qualifications and compliance with applicable laws and regulations.

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**290-2-3-.07 Staff Training****Not Met****Correction Deadline: 12/31/2017****Corrected on 4/3/2018**

**.07(4) - Previous citation corrected on this date as consultant observed evidence of CPR/First Aid for the provider.**

**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 review of records that there was no evidence of the Health and Safety Orientation training for the provider on file.

**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: 5/3/2018**

**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 review of records that the provider did not have evidence of 10 hours annual training for 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.

**Correction Deadline: 5/3/2018**

**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**

Adequate supervision observed on this date.