



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.

- 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

Elaine Jamison, Program Official

Date

April Brown, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
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Atlanta, GA 30334
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Findings Report

Date: 2/25/2019 **VisitType:** Licensing Study **Arrival:** 1:15 PM **Departure:** 2:50 PM

FR-17048

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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

Equipment and furniture observed to be properly secured, as applicable on this date.

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

Met

Comment

Discussed SIDS and infant sleeping position with the provider on this date.

Comment

Pleasant naptime environment observed on this date.

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

Met

Comment

There was no pool on the property and the provider stated swimming activities are not provided at this time.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

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 a review of records one out of four children enrolled did not have addresses for the release person and address for the child's father as required.

POI (Plan of Improvement)

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

Correction Deadline: 2/25/2019**Correction Deadline: 9/27/2018****Corrected on 2/25/2019**

Correction of citation in that all children's records contained up to date immunization records as required on this date.

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

Parent authorizations were observed to be obtained and completed as required on this date.

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR)**Not Met****Comment**

Consultant discussed the new written emergency plan with the provider on this date. Consultant provided guidance on how to incorporate all emergency procedures into one posted document as required.

Correction Deadline: 3/7/2019**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 observation the provider did not complete or have written documentation of tornado and lock down drills for 2018 as required.

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.

Correction Deadline: 3/27/2019**Comment**

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

Comment

Operable smoke detectors were observed as required in the home on this date.

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

The Home appears clean and free from hazards on this date.

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

The outside area appears clean and well maintained on this date.

Food Service

290-2-3-.10 Food Service & Nutrition**Met****Comment**

Consultant discussed the new USDA guidelines with the provider on this date. Children were served spaghetti with meat sauce, pasta noodles, wheat toasted cheese bread, bananas, apples, pears and milk for lunch.

Health and Hygiene

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

The provider was observed to remind children to wash hands on this date.

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

Correction Deadline: 9/20/2018

Corrected on 2/25/2019

Correction of citation in that the provider had a nonporous surface for diaper changing practices as required on this date.

Comment

Proper diapering procedures observed on this date.

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

Discussed proper medication documentation and procedures with the provider; however, the provider stated she does not dispense or administer medication at this time.

Licensure

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

Application requirements reviewed with the Provider on this date. Consultant observed a current 2019 posted in the Home 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 at this time.

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

The provider was observed to maintain a positive learning environment on this date.

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

Comment

Please add missing item in the first aid kit: Neosporin.

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

Comment

The provider does not provide routine transportation at this time.

Staff Records

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

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 which was conducted on September 20, 2018.

Comment

Criminal records checks were observed to be complete on this date.

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

Comment

Evidence observed that the provider was certified in First Aid and CPR which has an expiration date of September 17, 2019.

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

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

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

Comment

Annual training requirements and documentation was observed for the provider for 2018 as required.

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

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