



**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

**Date:** 1/21/2020 **VisitType:** Licensing Study

**Arrival:** 12:15 PM

**Departure:** 1:30 PM

**FR-17336**

**Barlow, Stepfinia A**

737 EAST CHAPPELL STREET Griffin, GA 30223 Spalding County  
(470) 771-9763 Stepfinia@gmail.com

**Mailing Address**

737 EAST CHAPPELL STREET  
GRIFFIN, GA 30223

**Regional Consultant**

Brandi Mangino

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**Quality Rated:** ★ ★

Compliance Zone Designation			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
01/21/2020	Licensing Study	Good Standing	
07/16/2019	Monitoring Visit	Good Standing	
01/23/2019	Licensing Study	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	0	0	0	0	0
1 & 2 Years	2	2	0	0	0
3 & 4 Years	3	6	0	0	1
School Age(5+) Years	1	5	0	2	2
<b>Total Under 13 Years</b>	6	13	0	2	3
<b>Total Under 18 Years</b>	6				
Children Present: 6 Total Children: 18 Caregivers/Helpers Present: 1 Total Caregivers/Helpers: 1					

**Comments**

Plan of Improvement: Developed This Date 01/21/2020

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



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)

Stepfinia Barlow, Program Official

Date

Brandi Mangino, Consultant

Date



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### Findings Report

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**FR-17336**

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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**

Discussed disinfecting of sheets and mats on this date.

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

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 1**

Child # 1 Met

Child # 2 Met

Child # 3 Met

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1)

Child # 6

Met

**290-2-3-.08 Children's Records****Not Met****Technical Assistance**

Please ensure that the physician name and phone number is listed for each child.

**Correction Deadline: 1/21/2020****Finding**

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined based on a review of records that the provider did not have the no-pay documentation notarized for one child that is kept for no pay.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 1/21/2020****Facility****290-2-3-.11 Physical Plant - Safe Environment(CR)****Met****Correction Deadline: 7/31/2019****Corrected on 1/21/2020****.11(2)(c) - Citation observed to be corrected.****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)****Technical Assistance****Technical Assistance**

Please ensure the gate on the porch being used for outside time meets the four foot height requirements.

**Correction Deadline: 1/21/2020****Health and Hygiene****290-2-3-.11 Children's Health and Hygiene(CR)****Met****Comment**

Staff were observed to remind children to wash hands.

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

The provider stated appropriate diapering procedures.

**290-2-3-.11 Medications(CR)****Not Met**

**Finding**

290-2-3-.11(1)(d) prohibits Personnel from dispensing prescription or nonprescription medications to a Child without specific written authorization from the Child's physician or Parent. All medications shall be stored as authorized by Georgia law or in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a Child shall be documented showing the Child's name, name of medication, date and time given, and the name of the person giving the medication. It was determined based on a review of records the provider dispensed medication weekly from July 22, 2019 until October 31, 2019 and no adverse actions were documented and no prescription numbers were listed for the medications.

**POI (Plan of Improvement)**

The Home will obtain written authorization before giving medicine to a Child; will document each time medicine is administered to a child; will store medicine as required in an area that is locked or not accessible to children; and will store medicine that must be refrigerated in a leak-proof container that is inaccessible to children.

**Correction Deadline: 1/21/2020**

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

**Correction Deadline: 7/16/2019**

**Corrected on 1/21/2020**

**.04(1)(d) - Citation observed to be corrected.**

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

Age-appropriate discussion and/or redirection observed.

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

Please replace/add missing/expired item(s) in first aid kit(s).

**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****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

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

Consultant discussed with the provider the requirements for a helper in regards to training and they are required to have 1st Aid/CPR and Health and Safety Orientation within 90 days of their hire date.

**Correction Deadline: 2/20/2020**

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Met****Correction Deadline: 7/26/2019****Corrected on 1/21/2020****.07(12) - Citation observed to be corrected.**

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

Adequate supervision observed on this date.