



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.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@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Wilma Brown, Program Official

Date

Jerica Davis, 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: 9/22/2020 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 3:00 PM

FR-17339

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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 during the Virtual Visit.

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

Met

Comment

Discussed SIDS and infant sleeping position during the Virtual Visit.

Comment

Pleasant naptime environment observed during the Virtual Visit.

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

Met

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

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

Met

Comment

Records were observed to be complete and well organized during the Administrative Review.

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

No hazards observed accessible to children during the Virtual Visit.

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

The Home appears clean and free from hazards during the Virtual Visit.

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

Routine playground maintenance was discussed during the Virtual Visit.

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

Proper hand washing procedures were discussed during the Virtual Visit.

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

Proper diapering procedures were discussed during the Virtual Visit.

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 Discipline(CR)** **Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Provider 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)**Not Met****Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one resident did not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will complete the provided background check affidavit to ensure that every actual and potential Provider, Employee and Provisional Employee of a Family Child Care Learning Home submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 9/22/2020**Finding**

290-2-3-.21(1)(c) requires every Employee to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home if age 17 or older. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that one resident did not have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child was present as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will complete the provided background check affidavit to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before an individual age 17 or older resides in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 9/22/2020

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

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

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

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

Annual training requirement and documentation observed during the Administrative Review.

Staff:Child Ratios and Supervision

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

Met

Comment

Appropriate ratios were observed during the Virtual Visit.

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

Met

Comment

Adequate supervision was observed during the Virtual Visit.