





**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)

Regina Ellis, Program Official

Date

Princess Walton, 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:** 8/14/2018    **VisitType:** Monitoring Visit    **Arrival:** 2:45 PM    **Departure:** 4:00 PM

**FR-17585**

**Ellis, Regina A**

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(404) 452-2903 ellisdr01@bellsouth.net

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**Regional Consultant**

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The following information is associated with a Monitoring Visit:

### 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**

290-2-3-.19(2) - Consultant observed a 7 months to be sleep in a bouncy and items in the playpen.

**Correction Deadline: 8/14/2018**

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

**Met**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 0**

Child # 6

Met

Child # 7

Met

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.08(1) - Please ensure that each child in care have a enrollment application.

**Correction Deadline: 8/14/2018**

**Technical Assistance**

290-2-3-.08(13) - Please ensure that the notarized form is signed by a notary.

**Correction Deadline: 8/14/2018**

**Facility**

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

**Met**

**Comment**

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

**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.

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

**Met**

**Comment**

The Home appears clean and free from hazards.

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

**Met**

**Comment**

The outside area appears clean and well maintained.

**Health and Hygiene**

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

**Met**

**Comment**

Proper hand washing observed throughout the Home.

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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)**

**Met**

**Comment**

Provider stated that she doesn't dispense medication.

**Licensure**

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

Appropriate number of children observed in Family Child Care Learning Home this date. Consultant observed provider to have 5 unrelated children for pay and 2 related children not kept for pay.

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<b>Safety and Discipline</b>
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**290-2-3-.11 Discipline(CR)****Met****Comment**

The provider and/or the home's employee were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

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<b>Staff Records</b>
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**290-2-3-.21 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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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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<b>Staff:Child Ratios and Supervision</b>
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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.