



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. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Josie Hollingshed, Program Official

Date

Sondra Paster, Consultant

Date

Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met

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

Not Met

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 observation that one of eight children enrolled was observed to be without an updated immunization record.

POI (Plan of Improvement)

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

Correction Deadline: 8/25/2017

Finding

290-2-3-.08(1)(f)(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 observation that two of eight children enrolled were observed to be without information regarding known allergies on this date.

POI (Plan of Improvement)

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

Correction Deadline: 8/25/2017

Finding

290-2-3-.08(8)(a) requires that the Family Child Care Learning Home have policies and procedures that shall include a written description of the services to be provided which specifies the following: ages of children served, months of operation, days of operation, hours of operation, dates the Family Child Care Learning Home will be closed, admission requirements, including parental responsibilities for supplying and maintaining accurate required record information and escorting Child to and from the Family Child Care Learning Home; standards fees, payment of fees, fees related to absences and vacations and other charges such as transportation, etc. and transportation provided, if any. It was determined based on observation that the family child care learning home was observed to be without a written policies and procedures guide that included all requirements.

POI (Plan of Improvement)

The Home Provider will add the missing written policies to the policies and procedures and will update policies and procedures as changes occur in the operation of the Home.

Correction Deadline: 8/25/2017

Facility

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

Not Met

Finding

290-2-3-.11(2)(a) requires the Home to have a written plan for handling emergencies, including but not limited to fire, severe weather, loss of electrical power or water, and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Home. The Home will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions. No Home personnel shall impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on observation that the provider was observed to be without an updated written emergency plan on this date.

POI (Plan of Improvement)

The Home Provider will complete a written plan for emergencies.

Correction Deadline: 9/4/2017

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 that fire drills had not been conducted for the month of July 2017.

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: 9/24/2017

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

Comment

Home Clean, Free of Hazards

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

Comment

Outside Area Clean, Well Maintained

Food Service

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

Comment

Menu observed to meet USDA guidelines on this date.

Correction Deadline: 8/25/2017

Health and Hygiene

290-2-3-.11 Children's Health and Hygiene(CR) Not Met

Finding

290-2-3-.11(1)(j) requires children's hands to be washed with liquid soap and warm running water: immediately upon arrival for the day and re-entering the child care area after outside play; before and after eating meals and snacks, handling or touching food, and playing in water; after toileting and diapering, playing in sand, touching animals or pets, contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood, and after contamination by any other means. It was determined based on observation that upon arrival at the day care a child was observed to not complete hand washing.

POI (Plan of Improvement)

To ensure proper hygiene, all children will wash their hands with liquid soap and warm running water as required.

Correction Deadline: 8/25/2017

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

Comment

Staff Stated Proper Knowledge

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

Comment

The provider stated that medication is not dispensed at the home.

Licensure

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

Correction Deadline: 1/24/2017

Corrected on 8/25/2017

.04(1)(d) - The provider was observed to have six children for pay and two related children for no pay on this date.

Safety and Discipline

290-2-3-.11 Animals N/A

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection

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

Comment

Observed Kit Complete

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

Comment

No Routine Transportation Provided

Staff Records

290-2-3-.21 Criminal Records Check(CR) Met

Correction Deadline: 1/24/2017

Corrected on 8/25/2017

.21(1)(e) - The consultant observed the provider and three staff were observed to have comprehensive background determinations on this date.

290-2-3-.07 First Aid & CPR**Not Met****Finding**

290-2-3-.07(5) requires the Home to maintain for the Provider and any Provisional Employee or Employee with direct care responsibilities current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by certified or licensed health care professionals or trainers and which dealt with emergency care for infants and children. This training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. It was determined based on observation that the provider and three helpers were observed to be without CPR/First on this date.

POI (Plan of Improvement)

The Home will obtain the required CPR and first aid 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: 9/24/2017

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

No Independent contractors

290-2-3-.07 Other Staff Direct Contact with Children(CR)**Met****Comment**

Support staff met regulations on this date.

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

Staff qualifications/compliance with law

290-2-3-.07 Staff Training**Not Met****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 observation that the provider and three helpers were observed to be without the required health & safety training on this date.

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: 9/24/2017**Comment**

Observed-Documentation of Annual Training for 2016.

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

No Volunteers

Staff:Child Ratios and Supervision

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

Met

Comment

Appropriate Ratios Observed

Correction Deadline: 2/3/2017

Corrected on 8/25/2017

.07(7) - The consultant observed ratios to be met on this date.

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

Met

Comment

Observed-Adequate Supervision