





**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)

Josie Hollingshed, Program Official

Date

Sondra Paster, 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:** 1/16/2018    **VisitType:** Monitoring Visit    **Arrival:** 8:30 AM    **Departure:** 10:45 AM

**FR-17628**

**Hollingshed, Josie M**

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**Mailing Address**

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MACON, GA 31204

**Regional Consultant**

Sondra Paster

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sondra.paster@decal.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

**290-2-3-.12 Equipment and Supplies(CR)**

**Met**

**Comment**

The consultant observed no unsecured or hazardous equipment on this date.

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

**Met**

**Comment**

Discussed infant sleeping requirements on this date. The consultant observed pack and plays on this date.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 11**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met
Child # 11	Met

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

**Not Met**

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**Correction Deadline: 8/25/2017**

**Corrected on 1/16/2018**  
**The consultant observed updated immunizations on this date.**

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**Correction Deadline: 8/25/2017**

**Corrected on 1/16/2018**  
**The consultant observed updated files for each child on this date.**

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**Correction Deadline: 8/25/2017**

**Corrected on 1/16/2018**  
**The consultant observed the provider to have updated policies and procedures on this date.**

**Finding**

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on observation that the provider was observed to have documentation that displayed arrival/departure times as well as parents signature or initials for each child present on this date.

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**Correction Deadline: 1/16/2018**

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

**Comment**

Parent authorizations obtained/completed.

**Facility**

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

**Correction Deadline: 1/26/2018**

**Corrected on 1/16/2018**

**.11(2)(a) - The provider was observed to have the update emergency plan on this date.**

**Correction Deadline: 9/24/2017**

**Corrected on 1/16/2018**

**The consultant observed updated fire drill documentation on this date.**

**290-2-3-.13 Physical Plant-Structural/Mechanical(CR) Not Met**

**Finding**

290-2-3-.13(1) requires that the Home be clean and free from hazards. It was determined based on observation that the wood paneling (wall across from bathroom/entrance wall) in the child care area was observed to be split and unsecured from the wall resulting in sharp edges.

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**Correction Deadline: 1/16/2018**

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

**Technical Assistance**

Please ensure gates are closed when children are present on the outdoor play area.

**Comment**

There is no pool on the property

**Health and Hygiene**

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

**Met**

**Correction Deadline: 8/25/2017**

**Corrected on 1/16/2018**

**The consultant observed hand washing procedures to be completed as required on this date.**

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

**Not Met**

**Finding**

290-2-3-.11(1)(f) requires diapers to be changed in the Child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change. It was determined based on observation that the diapering changing pad was observed to be torn on this date.

**Correction Deadline: 1/16/2018**

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

**N/A**

**Comment**

The provider stated that medication is not given at the family child care learning home.

**Licensure**

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

**Not Met**

**Finding**

290-2-3-.04(1)(d) requires a person that provides care for more than six children for pay, related or unrelated, as defined in the rules, to make application to the Department for a license to operate as a Child Care Learning Center. It was determined based on observation that the provider was observed to care for eight children for pay on this date.

**Correction Deadline: 1/16/2018**

**Safety and Discipline**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

The provider does not provide routine transportation.

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

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

**Comment**

Criminal records checks were observed to be complete.

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

**Correction Deadline: 9/24/2017**

**Corrected on 1/16/2018**

**The consultant observed updated CPR/First aid on this date for the provider and two helpers that were present.**

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

**Comment**

Discussed staff qualifications and compliance with applicable laws and regulations.

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**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.

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**Correction Deadline: 1/26/2018**

**Recited on 1/16/2018**

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)**

**Not Met**

**Finding**

290-2-3-.07(11) requires the Home to ensure that the total number of Children unrelated to the Provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six children, except during two designated hours approved by the Department. It was determined based on observation that the provider was observed to have eight unrelated children present on this date.

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**Correction Deadline: 1/26/2018**

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

**Met**

**Comment**

Adequate supervision observed on this date.