





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](mailto: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](mailto:qualityrated@decal.ga.gov)

Sherene Edwards, Program Official \_\_\_\_\_ Date

Michelle Smith, Consultant \_\_\_\_\_ Date

Iko Blackmon, 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:** 12/11/2018 **VisitType:** Licensing Study

**Arrival:** 11:00 AM

**Departure:** 2:30 PM

**FR-18014**

**Edwards, Sherene S**

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**Regional Consultant**

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Joint with: Iko Blackmon

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**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(17) - Pool not in use at this time, gates observed locked. Consultant discussed with Provider to ensure that pools remain locked while any children are in care. Consultant, also discussed with Provider to ensure that children are supervised when in route to the playground area.

### Facility

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

**Not Met**

**Finding**

290-2-3-.11(2)(d) requires that hanging cords be inaccessible to children. It was determined, based on Consultant observation that electrical cords were hanging not plugged in an electrical socket, accessible to children.

**POI (Plan of Improvement)**

The Home Provider will ensure that hanging cords are inaccessible.

**Correction Deadline: 12/11/2018**

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

**Comment**

Consultant observed operable smoke detector(s) 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)****Technical Assistance****Technical Assistance**

290-2-3-.13(2)(a) - Consultant discussed with Provider to ensure that the playground is clear and free of Off bug spray, and other outdoor yard sprays, single bricks that poses hazards to children. In addition to clearing the route that children will take from the Home to the playground, to ensure that children have no access to hazards. There were no children observed present during the visit.

**Correction Deadline: 12/14/2018**

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**Health and Hygiene**

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the Provider on this date.

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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**Licensure**

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

Consultant reviewed application requirements with the Provider on this date.

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**Safety and Discipline**

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**290-2-3-.11 Animals****Met****Comment**

The Family Child Care Learning Home does not keep animals on premises.

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

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

Complete first aid kit observed in the Family Child Care Learning Home

**Comment**

The Provider does not provide routine transportation. Consultant discussed proper Transportation, and Training required if she decides to provide Transportation in the future.

<b>Staff Records</b>
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**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 Consultant review of records that the Provider did not have a valid Satisfactory Comprehensive Criminal Records Check Determination Letter on file on this date, and did not have the records check application and fingerprint registration submitted to the Department, and authorized fingerprint site.

**POI (Plan of Improvement)**

Consultant assisted Provider this date to complete a Criminal Records Check application in the Providers DECAL KOALA account, and completed the GEMALTO COGENT fingerprint registration. Provider stated that she is not currently caring for children. and Consultant observed no children present on this date. Consultant stated to Provider that the Livscan fingerprints must be completed within one (1) business day of the visit. Consultant also stated to Provider that a Satisfactory Comprehensive Criminal Records Check Determination must be issued to the provider by the Department prior to the Provider caring for children. Provider stated that the Livscan fingerprints will be completed within one (1) business day of the visit. Further, Consultant stated to Provider that if a Satisfactory Comprehensive Criminal records Check Determination is not obtained regarding the Provider, the Provider must be supervised at all times by an Employee or resident of the Home with a valid and current Satisfactory Comprehensive Criminal Records Check Determination letter issued by the Department. The Home Provider will ensure that 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.

**Correction Deadline: 12/12/2018**

**Comment**

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

**Comment**

Consultant observed Provider to be compliant with applicable laws and regulations.

**Finding**

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. It was determined, based on Consultant review of records, that the Provider did not have valid evidence of 10- hours of annual training for the 2017 calendar year required by the Department on this date.

**POI (Plan of Improvement)**

The Home will obtain the required annual 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: 12/31/2018**

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

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

There were no children present during the time of the inspection. (This rule was not evaluated on this date)