





Please refer to the website, <http://www.dec.state.ga.us/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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Sherene Edwards, Program Official

Date

April Brown, 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:** 2/26/2019 **VisitType:** Monitoring Visit **Arrival:** 9:10 AM **Departure:** 10:10 AM

**FR-18014**

**Edwards, Sherene S**

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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**

Equipment and furniture observed to be properly secured, as applicable on this date. There were no children enrolled or present on this date.

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

**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)** **N/A**

**Comment**

Pool not in use at this time, gates observed locked on this date. Additionally, the provider stated she did not provide swimming activities when she had children in care and did not plan to provide swimming activities at this time. The pool was not operable or in good repair on this date.

### Facility

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

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

**Corrected on 2/26/2019**

**Correction of citation in that electrical cords were not observed to be hanging and accessible on this date. There were no children enrolled or present at this time.**

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

**Comment**

The Home appeared free from hazards. There were no children present or enrolled on this date. Consultant discussed with the provider to ensure all areas are clean as in tidy prior to taking care of children.

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

The outside area appeared well maintained on this date. Consultant discussed with the provider to ensure the playground equipment is clean prior to providing care for children. There were no children enrolled or present on this date.

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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)****N/A****Comment**

There were no diapered children currently enrolled in the program.

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

Discussed proper medication documentation and procedures. However, the provider does not provide care for children, dispense or administer medication at this time.

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**Licensure**

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

Application requirements reviewed with the Provider on this date.

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**Safety and Discipline**

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**290-2-3-.11 Discipline(CR)****Not Evaluated****Comment**

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

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**290-2-3-.11 Transportation(CR)****Not Evaluated****Comment**

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

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**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Met**

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

**Corrected on 2/26/2019**

**Correction of citation in that the provider had a satisfactory comprehensive criminal background check from the Department as required on this date.**

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit which was conducted on December 11, 2018.

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

**Met**

**Comment**

The provider observed to be compliant with applicable laws and regulations on this date.

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

**Defer**

**Defer**

This rule will be deferred and evaluated during the next licensing study visit.

**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)**

**Not Evaluated**

**Comment**

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

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

**Not Evaluated**

**Comment**

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