



**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

**Date:** 10/22/2018 **VisitType:** Licensing Study

**Arrival:** 10:10 AM

**Departure:** 1:30 PM

**FR-21691**

**Wood, Linda K**

4450 FAIRFAX DRIVE Cumming, GA 30040 Forsyth County  
(678) 513-9988 LINDYW9920@MSN.COM

**Mailing Address**

4450 FAIRFAX DRIVE  
CUMMING, GA 30040

**Regional Consultant**

Iko Blackmon

Phone: (404) 276-7844

Fax: (770) 342-3060

iko.blackmon@dec.al.ga.gov

**Quality Rated:** No

<u>Compliance Zone Designation</u>			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/22/2018	Licensing Study	Good Standing	
03/14/2018	Licensing Study	Good Standing	
09/27/2017	Monitoring Visit	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	2	1	0	1	0
1 & 2 Years	3	2	0	1	0
3 & 4 Years	3	3	1	0	0
School Age(5+) Years	1	1	0	0	0
<b>Total Under 13 Years</b>	9	7	1	2	0
<b>Total Under 18 Years</b>	9				
Children Present: 9 Caregivers/Helpers Present: 5					
Total Children: 9 Total Caregivers/Helpers: 2					
<b>More than 6 for pay</b> 6 for pay present & no-pay present does not have a notarized no-pay statement					

**Comments**

The purpose of the visit was to conduct a Licensing Study.

Plan of Improvement: Developed This Date 10/22/2018

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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)

Linda Wood, Program Official

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:** 10/22/2018 **VisitType:** Licensing Study

**Arrival:** 10:10 AM

**Departure:** 1:30 PM

**FR-21691**

**Wood, Linda K**

4450 FAIRFAX DRIVE Cumming, GA 30040 Forsyth County  
(678) 513-9988 LINDYW9920@MSN.COM

**Mailing Address**

4450 FAIRFAX DRIVE  
CUMMING, GA 30040

**Regional Consultant**

Iko Blackmon

Phone: (404) 276-7844

Fax: (770) 342-3060

iko.blackmon@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

On this date, Consultant observed equipment, furniture, and toys throughout the /Home, to be non - hazardous, fully - secured, and not able to cause injury from tipping, falling, or being pulled or pushed over.

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

**Not Met**

**Finding**

290-2-3-.19(1)(a) requires that the Home shall provide either a safety approved crib or other equipment that is approved for infant sleep for each infant (any child under the age of twelve (12) months or any child who is under eighteen (18) months of age who is not walking), who cannot climb out of the crib or other approved equipment. Each crib shall be safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards; any other equipment, such as, but not limited to, a portable crib, playpen, play yard or bassinet, shall be in compliance with current ASTM Standard Consumer Safety Specifications for Non-Full-Size Baby Cribs/Play Yards. It was determined, based on Consultant observation, that a crib or other equipment approved for Infant sleep, in compliance with (CPSC) and (ASTM) safety standards, was not provided for one (1) of two (2) Infants in care.

**POI (Plan of Improvement)**

The Home Provider will provide a safety approved crib or other equipment that is approved and in compliance with the CPSC and ASTM standards for infant sleep for each infant in care.

**Correction Deadline: 10/22/2018**

**Technical Assistance**

290-2-3-.19(1)(a)3 - Consultant discussed one unoccupied play yard with Provider this date. Consultant discussed with Provider to ensure that crib sheets are not used with play yard mattresses, unless provided by the manufacturer of the play yard.

**Correction Deadline: 10/22/2018**

**Comment**

On this date, the Provider stated that the Home does not participate in Swimming and Water activities. Consultant discussed Swimming and Water requirements with Provider and stated that prior to participating in Swimming and Water activities, the Home is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming and Water Activity Rules.

**Children's Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 2**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Name Missing - (.08)(1),Date of Birth Missing -(.08)(1),Parents Names Missing -(.08)(1),Mom Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1),Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2),Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4),Release Person Information - (.08)(10),Infant Feeding Plan - (.10)(4),Proof of No Liability Insurance Form	
Child # 7	Met
Child # 8	Met
Child # 9	Met

**290-2-3-.08 Children's Records****Not Met****Finding**

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on review of children's records that one of seven children did not have an enrollment record on file.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the child's records as required.

**Correction Deadline: 10/22/2018**

**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 review of children's files that two (2) of seven (7) unrelated children did not have current evidence of immunizations.

**POI (Plan of Improvement)**

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

**Correction Deadline: 10/26/2018**

**Recited on 10/22/2018**

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

No hazards observed accessible to children on this date.

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

The Home appears clean and free from hazards.

**290-2-3-.13 Playgrounds(CR)****Not Met****Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined, based on Consultant observation, that hazardous outdoor equipment (wheel barrel, ladders, and air conditioning units) was accessible to children in the outdoor play area.

**POI (Plan of Improvement)**

The Provider/Home will provide approved fencing barrier, or locked storage to maintain hazardous outdoor equipment inaccessible to children in care, or will remove hazardous equipment from the outdoor play area.

**Correction Deadline: 10/26/2018**

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

Staff were observed to remind children to wash hands.

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

Staff state proper knowledge of diapering procedures.

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

On this date, the Provider stated that the Home does not currently dispense medications.

**Licensure**

**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 seven (7) unrelated children for pay were observed present in the Home.

**POI (Plan of Improvement)**

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

**Correction Deadline: 10/22/2018**

<b>Safety and Discipline</b>
------------------------------

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

Age-appropriate discussion and/or redirection observed.

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

Please add missing ointment in the first aid kit.

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

The Provider stated that the Home does not provide routine Transportation and Field Trips. Consultant discussed with Provider, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Provider that prior to providing Transportation and/or Field Trips, the Home (Provider and/or Home Employee; if operating the vehicle) is required to maintain on the vehicle; a current driver's license, complete first - aid kit and fire extinguisher, emergency medical forms regarding each child being transported on the vehicle, and appropriate individual child safety restraints (seat belt, car seat, etc.), in accordance with current State and Federal laws. Consultant also stated to the Provider, that the Home is required to ensure that children are directly supervised on the vehicle by Staff at all times, and that all parental agreements regarding Transportation and Field Trips, are completed and maintained on file. Further, Consultant stated to the Provider that prior to providing Transportation and/or Field Trips, the Home is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip Rules.

<b>Staff Records</b>
----------------------

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

On this date, Consultant observed a Comprehensive Satisfactory Gemalto COGENT Criminal Records Check determination letter, regarding the Provider and four (4) of four (4) residents of the Home. Additionally, Consultant discussed all Gemalto COGENT Criminal Records Check requirements, required as of October 1, 2018, with Provider this date. Further, Consultant discussed with Provider this date, that all visitors to the Home, volunteers, and/or Students - in - Training, shall obtain a current Satisfactory Gemalto COGENT Criminal Records Check determination letter, issued by the Department, prior to performing any Family Child Care Learning Home (FCCLH) duties and/or having direct contact with children in care.

---

**290-2-3-.07 First Aid & CPR****Met****Correction Deadline: 4/13/2018****Corrected on 10/22/2018**

**.07(5) - Previous citation observed corrected. On this date, Consultant observed evidence of current First - Aid and CPR completed regarding the Provider.**

---

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

Staff observed to be compliant with applicable laws and regulations.

---

**290-2-3-.07 Staff Training****Not Met****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, record keeping, 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 review of staff files, that the Provider was missing two (2) hours of training for the annual year 2017.

**POI (Plan of Improvement)**

The Home will obtain the required annual 2017 training hours by November 2, 2018, and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested. The Provider will also ensure that evidence of ten (10) clock hours of annual training are completed for the 2018 year by December 31, 2018.

**Correction Deadline: 11/2/2018****Recited on 10/22/2018**

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

---

**290-2-3-.07 Staff:Child Ratios(CR)****Not Met****Finding**

290-2-3-.07(12) 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 Consultant observation, that seven (7) unrelated children were present in care, outside of the two (2) designated hours (3:00 p.m. - 5:00 p.m.); approved by the Department.

**POI (Plan of Improvement)**

The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

**Correction Deadline: 10/22/2018**

---

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

Adequate supervision observed on this date.