



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.

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.

- 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

Khadijah Flannings, Program Official

Date

Haley Carwile, 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: 2/28/2018 **VisitType:** Monitoring Visit **Arrival:** 9:20 AM **Departure:** 10:30 AM

FR-24391

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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

A variety of equipment and toys were observed.

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

Met

Comment

Observed a pack in play for the one infant enrolled 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: 3

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

Dad Work # Missing -(08)(1),Dad Home # Missing -(08)(1),Parents Names Missing -(08)(1)

Child # 2

Not Met

"Missing/Incomplete Components"

Parents Names Missing -(08)(1),Dad Work # Missing -(08)(1),Dad Home # Missing -(08)(1)

Child # 3

Not Met

"Missing/Incomplete Components"

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 files that three children were missing information.

POI (Plan of Improvement)

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

Correction Deadline: 2/28/2018

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)

Met

Comment

The outside area appears clean and well maintained.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Not Evaluated

Comment

Per provider, no medication has been administered at the home.

Licensure

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

Met

Comment

Appropriate number of children observed in Family Child Care Learning Home this date.

Safety and Discipline

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

290-2-3-.11 Transportation(CR)

N/A

Comment

The provider does not provide routine transportation.

Staff Records

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

Not Met

Finding

290-2-3-.21(1)(c) requires the Home maintain valid evidence of satisfactory criminal records check for the Provider and each Employee for the duration of their employment plus one year and to make such evidence immediately available to the Department upon request. It was determined based on staff statements that a resident of the home that is seventeen did not have a CRC letter on file as required.

POI (Plan of Improvement)

The Home will ensure that each employee has a satisfactory criminal records check for each Employee.

Correction Deadline: 2/28/2018

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

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

Not Met

Finding

Previously Cited: 290-2-3-.07(4) requires the Family Day Care Home to ensure the Provider, on an annual basis, attends ten clock hours of diverse training which is related to care of children and which is offered by an accredited college, university or vocational program or other Department approved source. Records of completion of such training programs shall be maintained in the Family Day Care Home, as required by these rules. It was determined that no training has been completed for 2016 as required. Provider stated they are not at the home for review.

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 review of files and staff statements that the provider did not have updated CPR/First Aid as required.

POI (Plan of Improvement)

Previously Cited: The Family Day Care Home will ensure the Provider completes ten hours of annual training each year.

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: 3/14/2018

Recited on 2/28/2018

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

Comment

Discussed staff qualifications and compliance with applicable laws and regulations.

290-2-3-.08 Staff Training Not Met

Finding

Previously Cited: 290-2-3-.08(6) requires that verification of training include the following: 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations. It was determined based on review of staff files that no additional training hours had been obtained in 2017 as required. Provider stated she had training completed but they were not at the home for review.

290-2-3-.08(14) requires that documentation of training be maintained in the Home and include the following: 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations.

POI (Plan of Improvement)

Previously Cited: The home provider will ensure that complete training information is on file.

The Home Provider will ensure that complete training information is on file.

Correction Deadline: 3/14/2018

Recited on 2/28/2018

Staff:Child Ratios and Supervision

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

Comment

Appropriate ratios were observed on this date.

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

Comment

Adequate supervision observed on this date.