



**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:** 9/18/2017 **VisitType:** Licensing Study

**Arrival:** 10:15 AM

**Departure:** 3:15 PM

**FR-26589**

**McNaughton, Debrah C**

3150 WHITE TAIL LANE Fairburn, GA 30213 Fulton County  
(770) 709-2602 SELBYMAC@HOTMAIL.COM

**Mailing Address**

3150 WHITE TAIL LANE  
FAIRBURN, GA 30213

**Regional Consultant**

Chrische Walker

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chrische.walker@dec.al.ga.gov

Compliance Zone Designation			<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.
09/18/2017	Licensing Study	Good Standing	
01/11/2017	Monitoring Visit	Good Standing	
08/02/2016	Licensing Study	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	1	1	0	0	0
1 & 2 Years	1	1	0	0	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	0	3	0	0	0
Total Under 13 Years	2	5	0	0	0
Total Under 18 Years	2				
Children Present: 3 Caregivers/Helpers Present: 1					
Total Children: 5 Total Caregivers/Helpers: 2					

**Comments**

The purpose of this visit is to conduct a Licensing Study and Follow-Up to the previous visit conducted on January 11, 2017. Consultant left Home Provider with a First Aid Checklist and physician information needed for children's files in care.

Plan of Improvement: Developed This Date 09/18/2017

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).



**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.



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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.

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**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@decga.gov](mailto:CCSRefutations@decga.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://decga.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.

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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)

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Debrah Mc Naughton, Program Official

Date

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Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 9/18/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Discussed-Add Toys to Enhance Learning Environment

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

**Met**

**Correction Deadline: 1/11/2017**

**Corrected on 9/18/2017**

.19(2)(b) - The previous citation was corrected on this date. Consultant observed no infants in care. No infants were observed in a crib with a blanket and a Boppy pillow.

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 2**

**Records with Missing/Incomplete Components: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c),Dad Work # Missing -(.08)(1)(a),Dad Home # Missing -(.08)(1)(a),Mom Home # Missing -(.08)(1)(a)

Child # 2

Not Met

"Missing/Incomplete Components"

Parents Names Missing -(08)(1)(a), Mom Home # Missing -(08)(1)(a), Mom Work # Missing -(08)(1)(a), Dad Home # Missing -(08)(1)(a), Dad Work # Missing -(08)(1)(a), Physician & Emergency Contact Information - (08)(1)(b), Immunization Form - (08)(1)(c), Emergency Medical Authorization - (08)(1)(d), Allergy/Medical Information - (08)(1)(f), Proof of No Liability Insurance Form

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

Previously Cited: 290-2-3-.08(1)(b) requires the family day care home to maintain a file for each child that includes the name, address and telephone number of the child's physician to contact in emergencies. It was determined based on review of children's records that the provider did not have this information completed for two out of seven enrolled children.

Previously Cited: 290-2-3-.08(1)(a) requires the Home to maintain a file for each Child that includes the Child's name, birth date, Parent's name, Home and business addresses and telephone numbers. Children.

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 records that five children enrolled did not have current and updated records documenting parents home and work information, physician information, and or emergency contact information.

**POI (Plan of Improvement)**

Previously Cited POI: The home provider will secure and maintain the missing information.

Previously Cited: The Home Provider will secure the missing information, and ensure that children's records are completed for future enrollees.

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

**Correction Deadline: 9/22/2017****Recited on 9/18/2017****Finding**

Previously Cited: 290-2-3-.08(2)(c )18 requires notification of the absence of a liability insurance policy sufficient to protect its clients. If the home is not covered by liability insurance sufficient to protect its clients, the home must notify the parent or guardian of each child under the care of the program in writing. Each parent or guardian must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the child's file.

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on review of records that four out of five children enrolled did not have evidence of parent acknowledgement of no liability insurance on file.

**POI (Plan of Improvement)**

Previously Cited: The home provider will obtain and maintain documentation.

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 9/22/2017**

**Recited on 9/18/2017**

**Finding**

Previously Cited: 290-2-3-.08(1)(c) 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 day without such evidence. Children.

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 records that five enrolled children did not have current immunizations on file for children in care.

**POI (Plan of Improvement)**

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

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

**Correction Deadline: 9/22/2017**

**Recited on 9/18/2017**

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**290-2-3-.08 Parental Authorization(CR)****Not Met****Finding**

Previously Cited: 290-2-3-.08 (1)(d) requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. Children.

290-2-3-.08(3)requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on review of records that four out of five children enrolled did not obtain parental authorization and did not have completed enrollment forms available for Consultant on this date.

**POI (Plan of Improvement)**

Previously Cited: The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 9/22/2017**

**Recited on 9/18/2017**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Not Met****Comment**

Observation-No Hazards Accessible

**Finding**

290-2-3-.11(2)(h) requires at least one UL Approved smoke detector to be on each floor of the Home and such detectors to be maintained in working order. At least one 2-A:10-B:C fire extinguisher shall be kept in the child care area to be located no more than thirty feet from the kitchen. The extinguisher shall be maintained in working order and shall be inaccessible to the children. It was determined based on observation that home fire distinguisher was not in working condition and the pointer was observed to be at empty.

**POI (Plan of Improvement)**

The home provider will ensure that a working fire extinguisher is available in the child care area as required, and is maintained inaccessible to children.

**Correction Deadline: 9/18/2017**

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

290-2-3-.13(1)(e) prohibits the use of multiple plugs and electric extension cords. Electrical outlets within reach of children shall be plugged or covered. It was determined based on observation that five outlets in the front play area was not covered and accessible to children.

**POI (Plan of Improvement)**

The Home will not use multiple plugs and electric extension cords and will check regularly to ensure electrical outlets are plugged or covered.

**Correction Deadline: 9/18/2017**

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**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 observation that a two seated swing was broken on swing set on left side of play area. It was further determined that the swing set is not kept clean. It was further determined that a rake and other hazardous items were accessible to children.

**POI (Plan of Improvement)**

The Home will repair any and all identified outdoor hazards and will monitor playground daily or more often as needed to ensure that the Home's outdoor play area is kept clean and free of hazards.

**Correction Deadline: 9/28/2017****Comment**

Redistribute surface on playground area.

**Correction Deadline: 9/28/2017**

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**Food Service**

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**290-2-3-.10 Food Service & Nutrition****Technical Assistance****Technical Assistance**

290-2-3-.10(1) - Please make sure current menus are posted for parents.

**Correction Deadline: 9/18/2017**

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**290-2-3-.10 Kitchen Operations****Technical Assistance****Technical Assistance**

290-2-3-.10(8) - Please monitor temperature in refrigerator. Please make sure all thermometers are in working condition.

Correction Deadline: 9/18/2017

## Health and Hygiene

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

Met

#### Comment

Staff Stated Proper Knowledge. Provider stated that children wash hands upon arrival and before and after meals.

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

Met

#### Comment

No Diapered Children Enrolled

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

Not Met

#### Finding

290-2-3-.11(1)(d) prohibits Personnel from dispensing prescription or nonprescription medications to a Child without specific written authorization from the Child's physician or Parent. All medications shall be stored as authorized by Georgia law or in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a Child shall be documented showing the Child's name, name of medication, date and time given, and the name of the person giving the medication. It was determined based on observation that a bottle of Bayer Aspirin, a tube of hydrocortisone cream, and a tube of oral analgesic gel were stored in the First Aid Kit without specific written authorization from child's physician or parent.

#### POI (Plan of Improvement)

The Home will obtain written authorization before giving medicine to a Child; will document each time medicine is administered to a child; will store medicine as required in an area that is locked or not accessible to children; and will store medicine that must be refrigerated in a leak-proof container that is inaccessible to children.

Correction Deadline: 9/18/2017

## Licensure

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

Met

#### Comment

Observed two unrelated children for pay on this date with the provider.

## Safety and Discipline

### 290-2-3-.11 Animals

Met

#### Comment

No Animals Kept

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

Met

#### Comment

Pleasant Interactions Observed. Provider stated proper time out procedures per minute of ages.

### 290-2-3-.11 First Aid Kit

Technical Assistance

#### Technical Assistance

290-2-3-.11(1)(e) - Please remember to replenish all items needed in first aid kit. Consultant provided Provider with First Aid Checklist.

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

No Routine Transportation Provided

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

Criminal Records Check complete

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

Reminder-Please remember to place CPR/First Aid Documentation in staff files.

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

Staff qualifications/compliance with law.

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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 review of records that Home Provider and Helper employed prior to September 30, 2016 did not complete Health and Safety Training by December 29, 2016.

**POI (Plan of Improvement)**

The Provider will complete the required training and will ensure any Employees complete the training. The Provider will develop a plan to ensure that any new Employees complete the training as required.

**Correction Deadline: 10/18/2017****Defer**

290-2-3-.07(4)-Ten clock hours of diverse training for the year of 2016 were reviewed at Licensing Study on September 18, 2017, not year for 2015 training clock hours.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/9/2016**



**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 review of records that Provider at Home did not have current evidence of successful completion of ten clock hours of diverse training for the year of 2016.

**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: 10/18/2017**

**Comment**

Annual training requirement and documentation observed.

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

**Met**

**Comment**

Appropriate Ratios Observed

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

**Met**

**Comment**

Observed-Adequate Supervision