



**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:** 12/19/2018 **VisitType:** Licensing Study

**Arrival:** 8:15 AM

**Departure:** 10:25 AM

**FR-27105**

**Lee, Gladys C**

140 CAPETON COURT Covington, GA 30016 Newton County  
(678) 698-3751 mmindschildcare@gmail.com

**Mailing Address**

140 CAPETON COURT  
COVINGTON, GA 30016

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@dec.al.ga.gov

**Quality Rated:** ★ ★

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.
12/19/2018	Licensing Study	Good Standing	
04/25/2018	Licensing Study	Good Standing	
11/15/2017	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	2	0	0	0
1 & 2 Years	2	2	0	0	0
3 & 4 Years	2	3	0	0	0
School Age(5+) Years	0	0	0	0	0
Total Under 13 Years	6	7	0	0	0
Total Under 18 Years	6				
Children Present: 6		Total Children: 7			
Caregivers/Helpers Present: 1		Total Caregivers/Helpers: 1			

**Comments**

Plan of Improvement: Developed This Date 12/19/2018

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)

Gladys Lee, Program Official

Date

Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 12/19/2018 **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**

Toys and equipment observed to be clean and safe from hazardous conditions.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

**Comment**

Records were observed to be complete and well organized.

**Finding**

290-2-3-.08(12) requires that documentation for the care of related children in the Home, other than the Providers own children, include a notarized statement of family relationships by the Parent(s). It was determined based on a review of staff files that the provider cared for their two grandchildren and did not have evidence to show the notarized statement from the parent attesting to the relationship status.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 12/19/2018**

**Finding**

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined based on a review of staff files that the provider cared for their two grandchildren and did not have evidence to show the notarized statement from the parent attesting to the non-pay status.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation. A form was left for the provider.

**Correction Deadline: 12/19/2018**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

Met

**Comment**

No hazards observed accessible to children on this date.

**Comment**

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

**Comment**

Operable smoke detector(s) were observed as required in the home 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.

<b>Health and Hygiene</b>
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**290-2-3-.11 Children's Health and Hygiene(CR)**

Met

**Comment**

Proper hand washing discussed with the provider.

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

Met

**Comment**

Staff state proper knowledge of diapering procedures.

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

Medication is not dispensed.

**Licensure**

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**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**

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

Appropriate vaccination records were available on this date.

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

Pleasant interactions observed between the provider and children in care.

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**290-2-3-.11 Transportation(CR)****N/A****Comment**

The provider does not provide routine transportation.

**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 a review of staff files that the provider had not submitted for their comprehensive to the department. Consultant explained that 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

**POI (Plan of Improvement)**

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. Consultant explained that 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.

**Correction Deadline: 12/19/2018**

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**290-2-3-.21 Criminal Records Check(CR)****Met****Correction Deadline: 4/26/2018****Corrected on 12/19/2018**

.21(1)(e) - Previous citation corrected in that the a comprehensive letter was observed.

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**290-2-3-.07 First Aid & CPR****Not Met****Finding**

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 staff files that the provider did not have evidence of first aid and CPR.

**POI (Plan of Improvement)**

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: 1/18/2019**

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

Staff observed to be compliant with applicable laws and regulations.

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**290-2-3-.07 Staff Training****Met****Correction Deadline: 5/2/2018****Corrected on 12/19/2018****.07(4) - Previous citation corrected in that the consultant observed health and safety training.**

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

Appropriate ratios were observed on this date.

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

Adequate supervision observed on this date.