



**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:** 8/14/2018 **VisitType:** Licensing Study

**Arrival:** 12:50 PM

**Departure:** 2:35 PM

**FR-27596**

**Davis, Emma L**

4520 Chateau Drive Albany, GA 31721 Dougherty County  
(229) 436-1885 emma.davis25@yahoo.com

**Regional Consultant**

Sondra Paster

Phone: (478) 314-5803

Fax: (478) 314-5811

sondra.paster@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:**

Compliance Zone Designation		
08/14/2018	Licensing Study	Good Standing
02/07/2018	Licensing Study	Good Standing
07/13/2017	Monitoring Visit	Good Standing

**Compliance Zone Designation** - 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.

- Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.
- Support** - Program performance is demonstrating a need for improvement in meeting rules.
- Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	1	3	0	0	0
1 & 2 Years	0	1	0	0	0
3 & 4 Years	1	2	0	0	0
School Age(5+) Years	0	2	0	0	0
<b>Total Under 13 Years</b>	2	8	0	0	0
<b>Total Under 18 Years</b>	2				

Children Present: 2 Total Children: 8  
Caregivers/Helpers Present: 2 Total Caregivers/Helpers: 1

**Comments**

A one day criminal record check letter was left on this date.

Plan of Improvement: Developed This Date 08/14/2018

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@dec.al.ga.gov](mailto: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.

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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)



**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](mailto:qualityrated@dec.al.ga.gov)

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Emma Davis, Program Official

Date

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Sondra Paster, Consultant

Date



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### Findings Report

**Date:** 8/14/2018    **VisitType:** Licensing Study    **Arrival:** 12:50 PM    **Departure:** 2:35 PM

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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**

A variety of equipment and toys were observed.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 2**

**Records with Missing/Incomplete Components: 1**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(3), Infant Feeding Plan - (.10)(4), Proof of No Liability Insurance Form

**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 observation that the one of eight children enrolled was observed to be without an enrollment record on this date.

**POI (Plan of Improvement)**

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

**Correction Deadline: 8/14/2018****Finding**

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 observation that six of six children records reviewed were observed to be without signed liability notices from the parents.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 8/14/2018****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 observation that one of eight children enrolled was observed to be without an updated immunization record on this date.

**POI (Plan of Improvement)**

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

**Correction Deadline: 8/14/2018****Finding**

290-2-3-.08(4) requires the Home to maintain a file for each Child that includes known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the Child's participation in the program. It was determined based on observation that six of six children records were observed to be without allergy information.

**POI (Plan of Improvement)**

The Home Provider will secure and maintain the missing Child's health information.

**Correction Deadline: 8/14/2018**

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

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 observation that one of eight children enrolled was observed to be without emergency medical authorization.

**POI (Plan of Improvement)**

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

**Correction Deadline: 8/14/2018**

**Facility**

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

**Technical Assistance**

**Technical Assistance**

The consultant emailed the provider the written emergency plan information and templates on this date. The provider will ensure the family child care learning home's emergency plan is updated as required.

**Correction Deadline: 8/24/2018**

**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)**

**Technical Assistance**

**Technical Assistance**

Discussed ensuring that the left and back side fencing was starting to bend and that more securing post needed to be added. The provider was observed to have the additional posts and will have the fencing tightened by August 24, 2018.

**Comment**

There is no pool on the property

**Food Service**

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

**Not Met**

**Comment**

Menu observed to meet USDA guidelines as the consultant observed green beans, tater tots, hot dogs, peaches, bread and milk being served for lunch on this date.

**Correction Deadline: 8/14/2018**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**Finding**

290-2-3-.10(4) requires that for the feeding of children under one year old the Home Provider must secure from Parents infant formula and a feeding plan. It was determined based on observation that a two-month-old was observed to be without an infant feeding plan on this date.

**POI (Plan of Improvement)**

The Home Provider will ensure that infant formula and a feeding plan is secured for children under one year old.

**Correction Deadline: 8/14/2018**

**290-2-3-.10 Kitchen Operations****Met****Comment**

Kitchen observed clean and well maintained.

**Correction Deadline: 8/14/2018**

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

Proper hand washing observed throughout the Home.

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

Staff state proper knowledge of diapering procedures.

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

The provider stated that medication is not administered at the family child care learning home.

<b>Licensure</b>
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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.

<b>Policies and Procedures</b>
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**290-2-3-.14 Required Reporting****Met****Comment**

Discussed required reporting with the provider on this date.

**Correction Deadline: 8/14/2018**

<b>Safety and Discipline</b>
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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**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Complete first aid kit observed in the Family Child Care Learning Home

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

**Comment**

The provider does not provide routine transportation.

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**Staff Records**

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**290-2-3-.21 Criminal Records Check(CR)** **Not Met**

**Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination before the individual is present at the Home while any child is present at the Home. It was determined based on observation that a 17 year old child residing in the home was observed to be without a satisfactory fingerprint determination.

**POI (Plan of Improvement)**

The Home Provider will obtain the required satisfactory records check determination(s). The Home will ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination. The Provider, Employees, and Provisional Employees MUST have a Satisfactory Records Check Determination to reside in and be at the Home when a child is present for care.

**Correction Deadline: 8/14/2018**

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**290-2-3-.07 Independent Contractors(CR)** **N/A**

**Comment**

The facility does not currently have any independent contractors employed.

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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**

**Comment**

Annual training requirement and documentation observed for 2017.

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**290-2-3-.07 Students-in-Training(CR)** **N/A**

**Comment**

The facility does not currently have any students-in-training employed.

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**290-2-3-.07 Volunteers(CR)** **N/A**

**Comment**

The facility does not currently have any volunteers employed.

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**Staff:Child Ratios and Supervision**

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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.