



**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:** 6/21/2018    **VisitType:** Complaint Closure from visit on 06/13/2018    **Arrival:** 9:00 AM    **Departure:** 11:15 AM

**FR-28438**

**Huffman, Teresa C**

3285 VICTORIA PARK Atlanta, GA 30331 Fulton County  
 (678) 705-1405 3huff3@gmail.com

**Mailing Address**

3285 Victoria Park Southwest  
 Atlanta, GA 30331

**Regional Consultant**

Brandi Mangino

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**Quality Rated:** No

| <b>Compliance Zone Designation</b> |                                   |               |
|------------------------------------|-----------------------------------|---------------|
| 06/21/2018                         | Complaint Closure                 | Good Standing |
| 06/13/2018                         | Complaint Investigation Follow Up | Good Standing |
| 05/22/2018                         | POI Follow Up                     | 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.

**Comments**

**Advisement of Potential for Repeated Rule Violations during Pending Investigations**

This report shall serve as official notice of potential rule violations. These potential rule violations have been detailed in this report and discussed with you by the consultant. The department shall conduct a thorough investigation to determine if in fact the alleged rule violation(s) should or should not be substantiated. Please be aware that the investigation may take some time to be finalized to ensure fairness and accuracy. During this investigation period, any violations of an identical rule or rules will require the department to treat any and all substantiated rule violations identified in the investigation as repeated rule violation(s).

Further, from time to time the department discovers additional rule violations during the course of an investigation. If there are new rule violation(s), your consultant shall inform you of the violation(s) as soon as possible. However, as stated above, any violations of identical rule(s) will require the department to treat any and all additional rule violations identified in the investigation as repeated rule violations.

All rule violations found in relation to a complaint or incident investigation will be associated with the date the investigation was closed.



**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.

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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)

I have read and understand the Rules and Regulations for Family Child Care Learning Home, 290-2-3. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

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Teresa Huffman, Program Official

Date

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Brandi Mangino , Consultant

Date



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### Summary Report

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The following information is associated with a Complaint Closure:

**Children's Records**

**290-2-3-.08 Children's Records**

**Not Met**

**Finding Associated with Complaint**

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 staff statement that enrollment forms for the victim child were not present at the center as the provider stated that the parent took the forms.

**POI (Plan of Improvement)**

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

**Correction Deadline: 7/4/2018**

**Finding Associated with Complaint**

290-2-3-.08(6) requires the Home to document any accident or serious illnesses. Documentation must include a description of the accident or illness, the date, time and condition under which it occurred and the action taken. It was determined based on staff statement that on June 5, 2018 a two-year-old child had an allergic reaction that resulted in medical treatment while at the Family Child Care Learning Home and no incident report was completed with details of the incident.

**POI (Plan of Improvement)**

The Home Provider will, to the extent possible, complete the information regarding this incident, and to ensure the ongoing documentation of incidents, the Provider will develop a policy and plan for documenting accidents and serious illnesses that occur while Children are present in the Home.

**Correction Deadline: 7/4/2018**

**Policies and Procedures**

**Finding Associated with Complaint**

290-2-3-.14(1) requires the Home to report to the Department within twenty-four hours or the next work day: any death of a Child while in the care of the Home; any serious illness or injury requiring hospitalization or professional medical attention other than first aid administered by the Provider, Provisional Employee or Employee of the Home; any fire; any structural disaster; the closing of the Home and any situation when a Child in care becomes missing, such as, but not limited to, a Child who is left on a vehicle, a Child who leaves the building, playground, or property, or a Child who is left behind on any trip. It was determined based on statements and interviews that on June 5, 2018 a two-year-old child had an allergic reaction while at the family child care learning home that required medical attention, and the provider never notified the agency of the incident.

**POI (Plan of Improvement)**

The Home Provider will ensure a timely report is made to the Department as the licensing rules require.

**Correction Deadline: 7/4/2018**