



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.

- 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

Tokiko George, Program Official

Date

Stacy Whitten, 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: 4/29/2019 VisitType: Complaint Investigation Arrival: 2:15 PM Departure: 4:15 PM
Follow Up

FR-28915

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The following information is associated with a Complaint Investigation Follow Up:

Children's Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2), Name Missing - (.08)(1), Date of Birth Missing - (.08)(1), Parents Names Missing - (.08)(1), Mom Home # Missing - (.08)(1), Mom Work # Missing - (.08)(1), Dad Home # Missing - (.08)(1), Dad Work # Missing - (.08)(1), Physician & Emergency Contact Information - (.08)(1)	
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 8	Met
Child # 9	Met
Child # 10	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 files, that two children in care did not have evidence of enrollment files 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: 4/30/2019**Recited on 4/29/2019****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 a review of records, that two children enrolled and present on this date, did not have evidence of current immunizations on file.

POI (Plan of Improvement)

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

Correction Deadline: 4/30/2019**Recited on 4/29/2019**

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR)**Met****Correction Deadline: 2/15/2019****Corrected on 4/29/2019**

.11(2)(f) - Correction of the previous citation in that there were no hazards observed accessible to children on this date.

290-2-3-.13 Playgrounds(CR)**Defer****Defer**

290-2-3-.13(2)(d)- The provider has begun repairs on the fencing on the playground and the correction is in progress. This citation will be deferred until the next regulatory visit.

POI (Plan of Improvement)

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

Correction Deadline: 2/20/2019

Staff Records

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 records and observation that one helper was on site and working and did not have evidence of completing an record check application or fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will review records check rules and follow up to ensure that every actual and potential Provider, Employee and Provisional Employee of a Family Child Care Learning Home submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will follow up with department and ensure the CRC rules are maintained.

Correction Deadline: 4/29/2019

290-2-3-.07 Staff Training**Defer****Defer**

290-2-3-.07(4)- Consultant discussed with the provider Health and Safety Training Orientation training - provider stated she has begun the program but is still working on the training on this date. This citation will be deferred for correction until the next regulatory visit.

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. The consultant provided the Health and Safety online training flyer.

Correction Deadline: 2/14/2019