



**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: 1/2/2018 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 11:50 AM

FR-28915

George, Tokiko K

2155 Carlisle Cove Drive Lawrenceville, GA 30044 Gwinnett County
(404) 632-7906 tinytoeswithlove@gmail.com

Regional Consultant

Tamra Thomas

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Mailing Address

Same

Quality Rated: No

Compliance Zone Designation		
01/02/2018	Licensing Study	Good Standing
03/15/2017	Monitoring Visit	Good Standing
09/27/2016	Licensing Study	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	1	0	0	0
1 & 2 Years	0	0	0	0	0
3 & 4 Years	2	3	0	0	0
School Age(5+) Years	2	2	0	2	0
Total Under 13 Years	5	6	0	2	0
Total Under 18 Years	5				

Children Present: 5	Total Children: 8
Caregivers/Helpers Present: 1	Total Caregivers/Helpers: 2

Comments

The provider will review the updated DECAL Rules and regulation handbook. The consultant provided a copy of the updated Emergency Drill form, and the Health/Safety training flyer on this date.

Plan of Improvement: No Plan Developed

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. 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.

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.

- 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.

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

Tokiko George, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.09 Activities

Met

Comment

The provider had age appropriate activities occurring on this date.

Correction Deadline: 1/2/2018

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

Met

Comment

A variety of equipment and toys were observed.

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

Met

Correction Deadline: 3/15/2017

Corrected on 1/2/2018

Correction of previous citation. The provider had an approved crib for the Infant in care on this date.

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

Met

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

Release Person Information - (.08)(10)

Child # 2

Not Met

"Missing/Incomplete Components"

Release Person Information - (.08)(10),Mom Home # Missing -(.08)(1)

Child # 3

Not Met

"Missing/Incomplete Components"

Infant Feeding Plan - (.10)(4),Immunization Form - (.08)(2),Release Person Information - (.08)(10),Parents Names Missing -(.08)(1),Proof of No Liability Insurance Form,Mom Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1)

Child # 4

Not Met

"Missing/Incomplete Components"

Release Person Information - (.08)(10)

Child # 5

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form,Immunization Form - (.08)(2),Mom Home # Missing -(.08)(1),Dad Home # Missing -(.08)(1)

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

Not Met

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 a review of records the provider did not have two of eight enrolled children no liability acknowledgement forms on file.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 1/2/2018

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 a review of records an Immunization was not on file for an Infant enrolled 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: 1/2/2018

Finding

Previously Cited: 290-2-3-.08(1)(j) requires the Home to maintain documentation, which need not be filed in the Child's individual record, that the Child has been signed in and out of the Home at each arrival and departure time by the Parent or authorized person(s). The documentation will include at least the following information: the Child's name, date, drop-off and pick-up times, and initials of the Parent or other authorized person. The Home shall ensure that Children are only released to authorized person(s), and shall take necessary steps to determine that any such person(s) presenting to pick up a Child in care is authorized by the Parents of the Child and that person matches the identifying information provided by the Parent. It was determined the provider lacked a sign in and out form documenting the children y the person or other other authorized person.

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on a review of records the provider did not have Arrival/Departure documentation records on this date.

POI (Plan of Improvement)

Previously Cited: The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required. The Home will check records and identification and take any additional steps necessary to ensure children are released to authorized persons.

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required.

Correction Deadline: 1/3/2018

Recited on 1/2/2018

Facility

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

Not Met

Finding

Previously Cited: 290-2-3-.08(8) requires the Home to conduct drills for fire monthly and for tornado and other emergency situations every six months. The Home shall maintain documentation in the Home of the dates and times of these drills for two years. It was determined there was no documented evidence that a fire drill had been completed for February 2017.

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records the provider did not conduct a Fire Drill or Smoke Detector check in October, November and December.

POI (Plan of Improvement)

Previously Cited: The provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

The Consultant provided a copy of the updated emergency drill form on this date.

Correction Deadline: 1/3/2018

Recited on 1/2/2018

290-2-3-.13 Physical Plant-Structural/Mechanical(CR)**Met****Comment**

The Home appears clean and free from hazards. Provider will review the updated rule regarding tipping hazards.

290-2-3-.13 Playgrounds(CR)**Met****Comment**

The outside area appears clean and well maintained. The provider will move the grill to a separate area inaccessible to the children and remove the orange cord.

Food Service

290-2-3-.10 Food Service & Nutrition**Met****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://decal.ga.gov/CACFP/Handbook.aspx>

USDA

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

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff state proper knowledge of diapering procedures.

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

The provider stated Medication is not dispensed at this time.

Licensure

290-2-3-.04 Application Requirements(CR)**Met**

Correction Deadline: 3/15/2017

Corrected on 1/2/2018

Correction of previous citation. The provider cared for five unrelated children for pay on this date.

Safety and Discipline

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

Comment

The Family Child Care Learning Home does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Complete kit observed in the Family Child Care Learning Home

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

Comment

The provider does not provide routine transportation.

Staff Records

290-2-3-.21 Criminal Records Check(CR) **Met**

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

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 records the provider did not have proof of first aid/CPR training on this date.

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: 2/1/2018

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

Comment

Discussed staff qualifications and compliance with applicable laws and regulations.

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 the provider did not have Health and Safety training on this date.

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: 2/1/2018

290-2-3-.08 Staff Training

Not Met

Finding

290-2-3-.08(14) requires that documentation of training be maintained in the Home and include the following: 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations. It was determined based on a review of records the provider did not have proof 10 hours annual training for 2017 on this date.

POI (Plan of Improvement)

The Home Provider will ensure that complete training information is on file.

Correction Deadline: 1/2/2018

Staff:Child Ratios and Supervision

290-2-3-.07 Staff:Child Ratios(CR)

Met

Correction Deadline: 3/25/2017

Corrected on 1/2/2018

Correction of previous citation. The provider cared for five unrelated children for pay on this date.

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

Met

Comment

Adequate supervision observed on this date.