



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.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@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Tokiko George, Program Official

Date

LaQuita Clark, 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: 9/11/2018 **VisitType:** Licensing Study **Arrival:** 12:15 PM **Departure:** 1:55 PM

FR-28915

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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

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

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

Met

Comment

Currently the provider is not caring for infants. (This rule was not evaluated on this date) Safety approved cribs/cots were observed.

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

Met

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2),,,,,Name Missing - (.08)(1)

Child # 2

Not Met

"Missing/Incomplete Components"

Physician & Emergency Contact Information - (.08)(1),Immunization Form - (.08)(2)

Child # 3

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 4

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

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

Not 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 one child did not have an enrollment file.

POI (Plan of Improvement)

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

Correction Deadline: 9/11/2018

Technical Assistance

Technical Assistance

The consultant discussed with the provider to ensure the arrival and departure records are completed daily. The arrival and departure records must include the child's name, time in/out and the parent's signature and initials. Also please ensure complete documentation of children's records and immunizations are available.

Correction Deadline: 5/25/2018

Corrected on 9/11/2018

.08(11) - Previous citation has been corrected in that liability insurance forms were observed on file. The consultant discussed with the provider to please continue to ensure that all files contain no liability insurance forms.

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 four children did not have current immunizations on file 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: 9/28/2018

Recited on 9/11/2018

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, based on review of records, that the provider did not have evidence of arrival and departure records.

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: 9/14/2018

Recited on 9/11/2018

Facility

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

Correction Deadline: 5/25/2018

Corrected on 9/11/2018

Previous citation has been corrected in that complete documentation of emergency drills were observed on file.

Comment

No hazards observed accessible to children on this date. An operable fire extinguisher and smoke detector were observed.

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

Outside area observed clean and well maintained. Please ensure that the gate opening leading to the grill remains blocked and out of reach of children.

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

Health and Hygiene

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

Comment

Staff were observed to remind children to wash hands.

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

Proper diapering procedures observed.

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

Provider stated that medication is not administered or dispensed at this time.

Licensure

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

Appropriate number of children observed in Family Child Care Learning Home this date. The provider was observed to care for three unrelated children for compensation 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 first aid 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**

Criminal records checks were observed to be complete. The provider stated there have been no new hires since the previous visit. The consultant discussed with the provider the proposed rule changes effective October 1, 2018:

- Local background checks (with purpose code "W") will no longer be accepted (no more 21-day provisional employment).
- Everyone must have at least a satisfactory fingerprint-based background check letter before they can be present at the center to care for children.
- The new definition of Provisional Employee includes those with only a satisfactory Fingerprint Records Check Determination. People with this type of clearance are allowed on site, but must be under the direct and continuous supervision of a Director or Employee with a satisfactory Comprehensive Records Check Determination.
- A new comprehensive background check must be run for anyone who has had a lapse of employment in the child care industry that lasts 6 months or longer. (Students-in-Training are considered "employed in the child care industry" if they've been enrolled in a child care related curriculum).
- Letters will only be accepted at a new facility if they are "ported" electronically.

290-2-3-.07 First Aid & CPR**Met****Comment**

Evidence observed that the provider was certified in First Aid and CPR.

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

Staff observed to be compliant with applicable laws and regulations.

290-2-3-.07 Staff Training**Not Met****Finding**

290-2-3-.07(4)-It was determined, based on review of staff files, that the provider did not have current evidence of health and safety orientation documentation.

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: 9/11/2018

Recited on 9/11/2018

Staff:Child Ratios and Supervision

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

Appropriate ratios were observed on this date.

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

Adequate supervision observed on this date.