





**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.

**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.

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)

Francine Taylor, Program Official

Date

Alva Huff, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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Atlanta, GA 30334  
Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 5/18/2018    **VisitType:** POI Follow Up    **Arrival:** 9:10 AM    **Departure:** 11:00 AM

**FR-29591**

**Taylor, Francine A**

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The following information is associated with a POI Follow Up:

### Activities and Equipment

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

**Met**

**Correction Deadline: 5/3/2018**

**Corrected on 5/18/2018**

.19(2)(c) - Previous citation correction in that consultant observed infant crib free of objects on this date. No child was present in the infant crib during this date.

### Children's Records

**Records Reviewed: 7**

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

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

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**290-2-3-.08 Children's Records****Not Met****Correction Deadline: 5/3/2018****Corrected on 5/18/2018****.08(1) - Previous citation correction in that consultant observed the missing enrollment information obtained on this date.****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 an observation that the provider did not have documentation of current immunization for one of six enrolled children 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: 5/25/2018****Recited on 5/18/2018**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Met****Correction Deadline: 5/3/2018****Corrected on 5/18/2018****.11(2)(f) - Previous citation correction in that consultant observed hazards inaccessible to children in care.**

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**290-2-3-.13 Playgrounds(CR)****Met****Correction Deadline: 5/13/2018****Corrected on 5/18/2018****.13(2)(a) - Previous citation correction in that consultant observed the children's outside play area in good repair on this date.****Correction Deadline: 5/3/2018****Corrected on 5/18/2018****.13(2)(d) - Previous citation correction in that consultant observed additional four-foot high fencing material around the children's outside play area on this date.**

<b>Food Service</b>
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**290-2-3-.10 Food Service & Nutrition****Met****Correction Deadline: 5/3/2018****Corrected on 5/18/2018****.10(2) - Previous citation correction in that the provider stated that the children would be served macaroni and cheese, chicken nuggets, beans, fruit cocktail and milk for lunch on this date.**

<b>Health and Hygiene</b>
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**290-2-3-.11 Children's Health and Hygiene(CR)****Met****Correction Deadline: 5/3/2018**

Corrected on 5/18/2018

.11(1)(i) - Previous citation correction in that the provider stated proper handwashing procedures on this date.

Correction Deadline: 5/3/2018

Corrected on 5/18/2018

.11(1)(j) - Previous citation correction in that the provider stated proper handwashing on this date. Consultant observed proper liquid soap for children's handwashing on this date.

<b>Staff Records</b>
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290-2-3-.21 Criminal Records Check(CR)

Met

Correction Deadline: 5/3/2018

Corrected on 5/18/2018

.21(1)(a) - Previous citation correction in that consultant observed fingerprint records check submitted to the Department for the individual on this date. The individual was not present at the home during consultant's visit.

Correction Deadline: 5/3/2018

Corrected on 5/18/2018

.21(1)(e) - Previous citation correction in that consultant observed fingerprint records check submitted to the Department on this date. The employee was not present at the home during consultant's visit.

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290-2-3-.07 First Aid & CPR

Met

Correction Deadline: 6/2/2018

Corrected on 5/18/2018

.07(5) - Previous citation correction in that consultant spoke with the CPR and First Aid instructor during visit and the instructor stated that a new card was mailed out to the provider.

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290-2-3-.07 Staff Training

Not Met

Correction Deadline: 6/2/2018

Corrected on 5/18/2018

.07(14) - Previous citation correction in that the provider stated the helper has not been present since consultant's last visit.

**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 a review of records that a helper did not have documentation of the required health and safety orientation 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.

Correction Deadline: 6/15/2018

**Recited on 5/18/2018**

**Defer**

290-2-3-.07(6)- Provider has until December 31, 2018 to complete the required ten (10) hours of required annual training for 2018.

**POI (Plan of Improvement)**

The Home will obtain the required annual 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: 6/2/2018**