





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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Helen Boothe, Program Official

Date

Ruby Norman, 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:** 11/2/2018 **VisitType:** Monitoring Visit **Arrival:** 10:20 AM **Departure:** 12:00 PM

**FR-30072**

**Boothe, Helen C**

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(404) 723-2352 mshelenshelpinghands@hotmail.com

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**Regional Consultant**

Ruby Norman

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Correction Deadline: 5/2/2018**

**Corrected on 11/2/2018**

**.12(7) - Previous citation corrected, the television was secured on this date.**

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

**Comment**

Provider stated proper knowledge of infant sleeping position.

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

**Comment**

Home does not provide swimming activities.

### Facility

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

**Correction Deadline: 6/1/2018**

**Corrected on 11/2/2018**

**.11(2)(c) - Previous citation corrected, a review of records indicated that fire drills were conducted monthly as required.**

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

**Correction Deadline: 12/13/2017**

**Corrected on 11/2/2018**

**.13(1)(d) - Previous citation corrected, there were no hazards observed on this date.**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Health and Hygiene**

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

Staff state proper knowledge of when hand washing occurs.

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

**Correction Deadline: 5/2/2018**

**Corrected on 11/2/2018**

**.11(1)(f) - Previous citation corrected, the diaper changing pad was removed and a non porous surface was observed on this date.**

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

The provider stated that no medication is dispensed at this time.

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**Licensure**

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

The provider cared for five children on this date.

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**Safety and Discipline**

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

Pleasant interactions observed between the provider and children in care.

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

The provider does not provide routine transportation.

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**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

290-2-3-.21(1)(h) requires that every Provider receive a satisfactory Comprehensive Records Check Determination before October 1, 2018. It was determined based on a review of records that the provider did not have a satisfactory comprehensive records check determination before October 1, 2018. The provider had a satisfactory national records check determination on file.

**POI (Plan of Improvement)**

The Provider will immediately obtain a satisfactory Comprehensive Records Check Determination.

**Correction Deadline: 11/2/2018**

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

**Met**

**Correction Deadline: 6/1/2018**

**Corrected on 11/2/2018**

**.07(5) - Previous citation corrected, the helper had a current CPR and First Aid complete on this date.**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)**

**Met**

**Comment**

Appropriate ratios were observed on this date.

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

**Met**

**Comment**

The Provider was observed directly supervising and being attentive to the needs of the children.