



**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:** 11/1/2017    **VisitType:** Licensing Study    **Arrival:** 11:35 AM    **Departure:** 1:30 PM

**FR-34857**

**Beard-Battle, Charlotte M**

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**Regional Consultant**

Ruby Norman

Phone: (770) 405-7959

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laura.davis@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

| <u>Compliance Zone Designation</u> |                  |               |
|------------------------------------|------------------|---------------|
| 11/01/2017                         | Licensing Study  | Good Standing |
| 01/04/2017                         | Monitoring Visit | Good Standing |
| 09/08/2016                         | 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)           | 0                | 0             | 0    | 0           | 0                 |
| 1 & 2 Years                 | 5                | 3             | 0    | 3           | 0                 |
| 3 & 4 Years                 | 2                | 4             | 0    | 1           | 0                 |
| School Age(5+) Years        | 0                | 1             | 0    | 1           | 1                 |
| <b>Total Under 13 Years</b> | 7                | 8             | 0    | 5           | 0                 |
| <b>Total Under 18 Years</b> | 7                |               |      |             |                   |

|                               |                             |
|-------------------------------|-----------------------------|
| Children Present: 7           | Total Children: 14          |
| Caregivers/Helpers Present: 2 | Total Caregivers/Helpers: 2 |

**Comments**

1 day letter left

Plan of Improvement: Developed This Date

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](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.

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**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.

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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)

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Charlotte Beard-Battle, Program Official

Date

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Ruby Norman, Consultant

Date



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### Findings Report

Date: 11/1/2017 VisitType: Licensing Study

Arrival: 11:35 AM

Departure: 1:30 PM

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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**

Observed-Variety Of Equipment

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

Met

**Comment**

Not caring for infants

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

Met

**Comment**

No Swimming Activities Provided

### Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 2

|  |         |
|--|---------|
| Child # 1                              | Met     |
| Child # 2                              | Met     |
| Child # 3                              | Not Met |
| <u>"Missing/Incomplete Components"</u> |         |
| Proof of No Liability Insurance Form   |         |
| Child # 4                              | Met     |
| Child # 5                              | Met     |
| Child # 6                              | Met     |

Child # 7 Not Met  
"Missing/Incomplete Components"  
 Proof of No Liability Insurance Form

**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 that two children did not have a liability insurance acknowledgement form on file.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 11/1/2017**

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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

**Met**

**Comment**

Observation-No Hazards Accessible

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

**Met**

**Comment**

Home Clean, Free of Hazards

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

**Met**

**Comment**

Discussed pressure play equipment and toys.

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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

**Met**

**Comment**

Staff Stated Proper Knowledge

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

**Met**

**Comment**

Provider Stated Appropriate Diapering

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

**Met**

**Comment**

Provider stated that no medication is dispensed.

|                  |
|------------------|
| <b>Licensure</b> |
|------------------|

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

**Met**

**Comment**

The provider cared for three children for pay and four related children for no pay on this date.

## Safety and Discipline

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

**Comment**

No Animals Kept

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

**Comment**

Pleasant Interactions Observed

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

**Comment**

Observed Kit Complete

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

**Comment**

No Routine Transportation Provided

## Staff Records

**290-2-3-.21 Criminal Records Check(CR)** **Not Met**

**Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination before the individual is present at the Home while any child is present at the Home. It was determined based on a review of records that a person residing in the home did not have a satisfactory records check determination complete.

**POI (Plan of Improvement)**

The Home Provider will obtain the required satisfactory records check determination(s). The Home will ensure that the Provider, every actual and potential Employee and Provisional Employee has a Satisfactory Records Check Determination. The Provider, Employees, and Provisional Employees MUST have a Satisfactory Records Check Determination to reside in and be at the Home when a child is present for care.

**Correction Deadline: 11/1/2017**

**Finding**

290-2-3-.21(1)(e) requires every Employee hired before January 1, 2014 must have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file. If the Employee has only a satisfactory Preliminary Records Check, the Employee must obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined based on a review of records that a person residing in the home did not have a fingerprint determination complete and on file.

**POI (Plan of Improvement)**

The Home Provider will ensure that every employee has a Satisfactory Determination as required by the Rules.

**Correction Deadline: 11/1/2017**

**Correction Deadline: 1/4/2017**

**Corrected on 11/1/2017**

**.21(1)(h) - Correction of previous citation, the employee had a satisfactory fingerprint records check determination complete and on file.**

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**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 a review of records that the provider and helper did not have CPR and First Aid on file.

**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: 12/1/2017**

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

Staff qualifications/compliance with law

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

290-2-3-.07(4)-It was determined based on a review of records that the provider and helper did not have Health and Safety Orientation complete and on file.

**POI (Plan of Improvement)**

On this date, the consultant gave the provider a list of free training websites.

**Correction Deadline: 11/6/2017****Recited on 11/1/2017**

|   |
|---|
| <b>Staff:Child Ratios and Supervision</b> |
|---|

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

Appropriate Ratios Observed

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

Observed-Direct Supervision/Attention To Needs