





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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.decal.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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@decal.ga.gov](mailto: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.

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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).

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](mailto:qualityrated@decal.ga.gov)

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Roodlyne Marcelin, Program Official

Date

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Tamra Thomas, 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:** 2/15/2019 **VisitType:** Initial Licensing Study **Arrival:** 9:00 AM **Departure:** 12:15 PM

**FR-49748**

**Marcelin, Roodlyne R**

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**Regional Consultant**

Tamra Thomas

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

**290-2-3-.09 Activities**

**Met**

**Comment**

290-2-3-.09(1) The consultant observed a variety of toys and equipment to ensure a variety of daily activities appropriate for the childrens' ages and developmental levels. Children with special needs shall be integrated unless contraindicated medically or by parental agreement. The provider had a daily schedule and lesson plan posted on this date.

**Correction Deadline: 2/15/2019**

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

**Technical Assistance**

**Comment**

Toys and equipment observed to be clean and safe from hazardous conditions.

**Technical Assistance**

290-2-3-.12(7) - The consultant observed a bookshelf in the restroom that moved from side to side, and a microwave was stored on top of the refrigerator not secured posing a tip over hazard. The provider stated, the bookcase will be secured to ensure it does not wobble, and the microwave will be relocated. The consultant discussed with the provider to ensure all indoor and outdoor furniture and equipment shall be secured, if the equipment and furniture is of a weight or mass that could pose injury from tipping, falling, being pulled or pushed over.

**Correction Deadline: 2/15/2019**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position. The provider has two pack n' plays for children under the age of one (1) years of age that meet Consumer Products Safety standards.

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

**Met**

**Comment**

Home does not provide swimming activities. The provider will contact the regional consultant before swimming activities are provided to discuss DECAL swimming requirements.

### Children's Records

**Records Reviewed: 2**

**Records with Missing/Incomplete Components: 2**

Child # 1 Not Met  
"Missing/Incomplete Components"  
Release Person Information - (.08)(10)

Child # 2 Not Met  
"Missing/Incomplete Components"  
Release Person Information - (.08)(10)

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.08(1) - The children records were well organized. The provider will ensure the emergency pick-up persons address is obtained, and the immunization records will be monitored for renewal.

**Correction Deadline: 2/15/2019**

**Comment**

290-2-3-.08(11) The consultant observed the No Liability poster and acknowledgement of No Liability for the two enrolled children on this date. The consultant discussed with the provider to ensure the homeowner will not require liability insurance given the provider is leasing the bottom floor from the homeowner.

**Correction Deadline: 2/15/2019**

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**290-2-3-.08 Parental Authorization(CR)**

**Met**

**Comment**

Parent authorizations obtained/completed.

**Facility**

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**290-2-3-.08 Physical Plant - Safe Environment**

**Met**

**Comment**

290-2-3-.08(15) The consultant obtained proof that the residence is on county Water and Sewer system.

**Correction Deadline: 2/15/2019**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.11(2)(f) - The consultant observed personal care products stored in the shower of the restroom, but the provider removed those products during the visit. The consultant discussed with the provider to ensure all accessible areas are monitored for potential hazards daily.

**Correction Deadline: 2/15/2019**

**Comment**

290-2-3-.11(2)(g) The provider stated, no firearms exist in the home. The provider will ensure the homeowner keeps any firearms stored so they are not accessible to children in the future.

**Correction Deadline: 2/15/2019**

**Comment**

Operable smoke detector(s) were observed as required in the home this date.

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

**Met**

**Comment**

The Home appears clean and free from hazards. The consultant discussed with the provider to ensure the daycare level is maintained at the required temperature daily.

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

**Not Met**

**Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined based on observation, the consultant observed two sticker bushes, two tree stumps and exposed rocks that posed a potential hazard on this date.

**POI (Plan of Improvement)**

The Home will repair any and all identified outdoor hazards and will monitor playground daily or more often as needed to ensure that the Home's outdoor play area is kept clean and free of hazards. The provider stated, she will discuss with the homeowner plans to remove the bushes, paint the tree stumps and remove the rocks.

**Correction Deadline: 2/25/2019**

**Technical Assistance**

290-2-3-.13(2)(d) - The residence has a 6ft wood fence around the entire back yard. The consultant observed the provider to add orange construction netting to one side to identify the area of the yard used by the licensed program. The consultant observed the orange netting to have gaps at each corner and not secured towards the middle on this date. The provider will ensure the orange netting is secured and that no gaps are present to eliminate access to other potential hazards located within the wood fenced yard.

**Correction Deadline: 2/22/2019**

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**Food Service**

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**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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

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

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**290-2-3-.10 Kitchen Operations**

**Met**

**Comment**

290-2-3-.10(13) The consultant discussed with the provider to ensure the kitchenette area remains inaccessible to the children and the placement of any equipment does not pose a hazard.

**Correction Deadline: 2/25/2019**

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**Health and Hygiene**

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

**Met**

**Comment**

Staff were observed to remind children to wash hands.

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

The provider stated appropriate diapering procedures.

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

Discussed proper medication documentation and procedures.

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**Licensure**

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

Application requirements reviewed with the Provider on this date. The provider stated, the resident home does not have a Homeowner Association at this time.

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**Safety and Discipline**

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

The provider stated, the resident's of the home has two dogs that are kept on the main level caged during the hours of operations. The provider will review with the homeowners DECAL rules and regulations pertaining to animals being caged on the premises during licensed hours.

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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 First Aid Kit****Met****Comment**

Complete first aid kit observed in the Family Child Care Learning Home

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

The provider state, no routine transportation is provided at this time. The consultant discussed with the provider to contact the regional consultant before any form of transportation is provided to review DECAL rules and regulations.

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**Staff Records**

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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal records checks were observed to be complete for the provider, and the two adult residents of the home. The consultant discussed with the provider to ensure background checks are obtained for the cleaning staff that routinely cleans the main level of the home each Friday, or to have the homeowner to schedule the cleaning beyond licensed hours. The provider will discuss DECAL background check rules and regulations with the homeowners.

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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**

Adequate supervision observed on this date.