





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](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.

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)

Joyce Ervin, Program Official

Date

Kelly Jones, 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:** 6/8/2020      **VisitType:** Licensing Study      **Arrival:** 5:00 PM      **Departure:** 5:45 PM

**FR-9105100236**

**Ervin, Joyce M**

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Kelly Jones

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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**

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

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.19 - A Virtual Visit was conducted due to the COVID-19 pandemic. Nap time was not directly observed during the Virtual walk through. Regulations regarding proper sanitation of mats was discussed with the provider on this date,

**Comment**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**N/A**

**Comment**

Home does not provide swimming activities.

**Comment**

There is no pool on the property

## Children's Records

**Records Reviewed: 1**

**Records with Missing/Incomplete Components: 0**

Child # 1

Met

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

N/A

**Comment**

Due to COVID-19 pandemic currently the provider has no children present. Consultant discussed with the provider to ensure to maintain records and update as needed as required by the department.

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

290-2-3-.08(7) - Due to COVID-19 pandemic currently the provider has no children present. Consultant discussed with the provider to ensure to maintain records and update as needed as required by the department.

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Technical Assistance****Technical Assistance**

290-2-3-.11(2)(c) - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with the provider to ensure to maintain records as required by the department.

**Correction Deadline: 7/8/2020****Comment**

No hazards observed accessible to children on this date.

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

**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.

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**290-2-3-.13 Playgrounds(CR)****Met****Correction Deadline: 6/12/2019****Corrected on 6/8/2020**

**.13(2)(d) - The previous citation was observed to be corrected on this date. The playground was clean and maintained. A Virtual visit was conducted due to the COVID-19 pandemic. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e.) exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the provider on this date. Provider currently not caring for children.**

<b>Health and Hygiene</b>
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**290-2-3-.11 Children's Health and Hygiene(CR)****Technical Assistance****Technical Assistance**

290-2-3-.11(1) - Staff stated proper knowledge of hand washing. A Virtual Visit was conducted due to the COVID-19 pandemic Consultant did not directly observe hand washing during the virtual walk through. Provider was not currently caring for children.

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

There are no diapered children currently enrolled in the program.

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

N/A

**Comment**

Per the provider no medication is currently dispensed

**Licensure**

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

Met

**Comment**

Application requirements reviewed with the Provider on this date.

**Policies and Procedures**

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**290-2-3-.06 Parental Access**

Technical Assistance

**Technical Assistance**

290-2-3-.06 - met per covid 19 guideline

**Correction Deadline: 6/8/2020**

**Safety and Discipline**

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

Met

**Comment**

The Family Child Care Learning Home does not keep animals on premises.

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

Not Evaluated

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date) A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the provider on this date.

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

Technical Assistance

**Technical Assistance**

290-2-3-.11(1)(e) - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with the provider to ensure to maintain records as required by the department.

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

Met

**Comment**

The provider does not provide routine transportation.

**Staff Records**

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

Met

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit July 23, 2019.

**Comment**

Criminal records checks were observed to be complete.

**Finding**

Previously Cited: 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 review of records that Provider did not possess current evidence of CPR and First Aid as the most recent training expired on June 10, 2019. Provider stated they are registered to renew CPR and First Aid training on June 20, 2019.

290-2-3-.07(8) 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. Such training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. The Provider, a Provisional Employee or Employee with current CPR and first aid training must always be on the Home's premises and on any field trip whenever any Child is present. It was determined based on a review of records that the provider didn't have evidence of completing a current CPR/First Aid training on file. The provider did have evidence of registering for a class that was cancelled due to COVID-19. The CPR/First Aid Certificate expired June 10, 2019.

**POI (Plan of Improvement)**

Previously Cited: 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.

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. The Home will ensure that there is always a Staff person on the Home's premises and on any field trip whenever any Child is present.

**Correction Deadline: 7/31/2020**

**Recited on 6/8/2020**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(27) - Additional cleaning and sanitizing requirements due to COVID-19 pandemic were discussed during the virtual walk through on this date. The provider understands the expectation of the Executive Order issued on June 16, 2020. The program is currently not caring for children.

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**290-2-3-.07 Staff Training**

**Met**

**Comment**

Annual training requirement and documentation observed.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(16) - There were no children present during the time of the inspection. (This rule was not evaluated on this date) Due to COVID-19 pandemic. This rule will be evaluated at the next regulatory visit.

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.07(17) - There were no children present during the time of the inspection. (This rule was not evaluated on this date) Due to COVID-19 pandemic. This rule will be evaluated at the next regulatory visit.