



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: 5/6/2019 **VisitType:** Licensing Study

Arrival: 2:25 PM

Departure: 5:45 PM

FR-9105100367

Gunter, Bonnie R.

1336 BECKET DRIVE Atlanta, GA 30319 DeKalb County
(770) 457-7335 bonniegunter@comcast.net

Mailing Address

1336 BECKET DRIVE
ATLANTA, GA 30319

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

Joint with: Brandon Cason

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
05/06/2019	Licensing Study	Good Standing	
11/19/2018	Monitoring Visit	Good Standing	
04/06/2018	Licensing Study	Good Standing	

Ratios/License Capacity

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	2	2	0	0	0
1 & 2 Years	2	2	0	0	0
3 & 4 Years	4	4	0	0	0
School Age(5+) Years	1	1	0	0	0
Total Under 13 Years	9	9	0	0	0
Total Under 18 Years	9				
Children Present: 9 Total Children: 9 Caregivers/Helpers Present: 3 Total Caregivers/Helpers: 6					
More than 6 for pay 6 for pay present & no-pay present does not have a notarized no-pay statement					

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous study on November 19, 2018. The provider left a one-day letter and an Affidavit to view the Comprehensive Background videos on this date.

The consultant emailed the provider the LiveScan Directions, fire drill and emergency drill form, parents have the right poster. The consultant reviewed training websites for the provider to complete the Health and Safety orientation and annual training hours.

Plan of Improvement: Developed This Date 05/06/2019

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).



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.

- 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

Bonnie Gunter, Program Official	Date
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Brandon Cason, Consultant	Date
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Chrische Walker, Consultant	Date
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Findings Report

Date: 5/6/2019 **VisitType:** Licensing Study **Arrival:** 2:25 PM **Departure:** 5:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.09 Activities

Not Met

Finding

290-2-3-.09(1) requires the Home to provide 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. Activities shall be planned to include indoor and outdoor play; a balance of quiet and active periods; a balance of supervised free choice and caregiver-directed activities; individual, small group, and large group activities; large muscle activities; small muscle activities; language experiences; arts and crafts; dramatic play; rhythm and music; and nature and science experiences. It was determined based on observation that the home did not provide a variety of daily activities for the children.

POI (Plan of Improvement)

The Home Provider will revise the schedule so a variety of appropriate activities are provided.

Correction Deadline: 5/6/2019

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

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

Not Met

Finding

290-2-3-.19(1)(a)3 requires that each crib and other equipment approved for infant sleep shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on staff statements that crib sheets are not changed daily or more often as needed.

POI (Plan of Improvement)

The Home Provider will ensure that each crib or other equipment approved for infant sleep has a tight-fitting sheet that is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 5/6/2019

Finding

290-2-3-.19(2) requires that a Family Child Care Learning Home shall provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants and one-year-old children when placed for sleep in a safety approved crib or in any other type of equipment approved for infant sleep. Staff shall place an infant to sleep on the infant's back unless the Parent has provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back, but allow the infant to roll over into his or her preferred positions and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant, however swaddling shall not be used unless the Home has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant such as but not limited to crib gyms, toys, mirrors and mobiles. It was determined based on observation that a beaded string was attached to a sleeping infant's pacifier in a crib.

POI (Plan of Improvement)

The Home Provider will ensure that safe sleep requirements for infants are followed as required.

Correction Deadline: 5/6/2019

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

N/A

Comment

There is no pool on the property

Children's Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 7

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2), Physician & Emergency Contact Information - (.08)(1)	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
Phone Numbers-.08(13), Parents Address-.08(13)	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2), Mom Work # Missing -(.08)(1)	
Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	

Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	

290-2-3-.08 Children's Records**Not Met****Finding**

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on a review of records that the physician's information was incomplete for one file. It was further determined that the parent's identifying information was missing from two files.

POI (Plan of Improvement)

The Home Provider will obtain the missing information and maintain the Children's records as required.

Correction Deadline: 5/6/2019**Finding**

290-2-3-.08(12) requires that documentation for the care of related children in the Home, other than the Providers own children, include a notarized statement of family relationships by the Parent(s). It was determined that the provider did not have a notarized statement of family relationship by the parent for one related enrolled child on file on this date.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 5/6/2019**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 a review of records that current immunizations were not on file for six enrolled children.

POI (Plan of Improvement)

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

Correction Deadline: 5/6/2019**Facility**

Finding

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the provider did not conduct a tornado drill and other emergency drills every six months.

POI (Plan of Improvement)

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

Correction Deadline: 6/5/2019

Comment

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

Comment

Operable smoke detector was observed as required in the home this date.

290-2-3-.13 Physical Plant-Structural/Mechanical(CR)**Not Met****Finding**

290-2-3-.13(1)(e) prohibits the use of multiple plugs and electric extension cords. Electrical outlets within reach of children shall be plugged or covered. It was determined based on observation that four outlets in the middle room and one outlet in the front room were not covered with protective caps.

POI (Plan of Improvement)

The Home will not use multiple plugs and electric extension cords and will check regularly to ensure electrical outlets are plugged or covered.

Correction Deadline: 5/6/2019

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 that a paint can was observed near the back wooden play structure, in which was accessible to the children. It was further determined that a fire grill was present and accessible on the lower level near the concrete stairs, in which it was accessible to the children.

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.

Correction Deadline: 5/16/2019

Food Service

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>

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

The provider stated that the children bring their lunches from home.

Correction Deadline: 5/6/2019

Health and Hygiene

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

Staff were observed to remind children to wash hands.

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

Staff state proper knowledge of diapering procedures.

290-2-3-.11 Medications(CR)**N/A****Comment**

Per the provider no medication is currently dispensed

Licensure

290-2-3-.04 Application Requirements(CR)**Not Met****Finding**

290-2-3-.04(1)(d) requires a person that provides care for more than six children for pay, related or unrelated, as defined in the rules, to make application to the Department for a license to operate as a Child Care Learning Center. It was determined based on observation that the provider cared for eight unrelated children for compensation and one related child not for compensation on this date.

POI (Plan of Improvement)

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

Correction Deadline: 5/6/2019

Safety and Discipline

290-2-3-.11 Animals	Met
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Comment

Appropriate vaccination records were available on this date for one pet.

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

Age-appropriate discussion and/or redirection observed.

290-2-3-.11 First Aid Kit	Not Met
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Finding

290-2-3-.11(1)(e) requires the Home and any vehicle used for transportation Children to have a first aid kit which at least contains: scissors, tweezers, gauze pads, thermometer, adhesive tape, band-aids, insect - sting preparation, antiseptic cleaning solution, antibacterial ointment, bandages, disposable rubber gloves, protective eyewear, facemask, and cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored in a central location so that it is not accessible to Children but is easily accessible to the Provider and Staff. The Home must also maintain written directions for the use of universal precautions for handling blood and bodily fluids. The directions on the use of universal precautions must be kept with the first aid kit at all times. It was determined based on observation that scissors, tweezers, and a thermometer were missing in the home first aid kit.

POI (Plan of Improvement)

The Home will replace any missing items in the first aid kit, keep the instruction manual and written universal precautions with the kit and will check the kit regularly. The Home will store the kit where children will not have access to it.

Correction Deadline: 5/16/2019

290-2-3-.11 Transportation(CR)	N/A
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Comment

The provider does not provide routine transportation.

Staff Records

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

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that the provider did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will ensure that every actual and potential Provider, Employee and Provisional Employee of a Family Child Care Learning Home submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

Correction Deadline: 5/8/2019

Finding

290-2-3-.21(1)(b) requires every Provider to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the license date; provided, however, if the Provider has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the provider did not have a current and valid satisfactory comprehensive records check on file. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Home will ensure that the Provider has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before an individual age 17 or older resides in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

Correction Deadline: 5/6/2019

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 receive a satisfactory Comprehensive Records Check Determination before October 1, 2018. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION – The provider will ensure that he/she obtains a satisfactory Comprehensive Records Check Determination. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure CRC rules are maintained.

Correction Deadline: 5/6/2019

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 three helpers did not have current CPR and first aid certifications.

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: 5/20/2019

Recited on 5/6/2019

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

Staff observed to be compliant with applicable laws and regulations.

Correction Deadline: 5/6/2018

Corrected on 5/6/2019

.07(14) - The consultant moved this rule to .07(15).

Finding

290-2-3-.07(15) requires that each adult responsible for the supervision of the children, if not the Provider, shall receive orientation regarding these rules; the Provider's policies regarding discipline, injuries and illnesses, and release of Children; the Provider's written plan for handling emergencies; and appropriate information about any Child's specific health needs. It was determined based on a review of records that three adults responsible for supervision of the children did not receive and or complete orientation regarding the provider's rules.

POI (Plan of Improvement)

The Home will ensure that each adult responsible for the supervision of the children, shall receive orientation regarding these rules, the Provider's required policies, plans for handling emergencies and appropriate information about any Child's specific health needs.

Correction Deadline: 6/5/2019

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 the provider and three helpers did not complete the health and safety orientation training.

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: 5/20/2019

Recited on 5/6/2019

Finding

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records that the provider did not complete the ten hours of required training for the 2018 calendar year.

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: 12/31/2019

Recited on 5/6/2019

Staff:Child Ratios and Supervision

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

Not Met

Finding

290-2-3-.07(12) requires the Home to ensure that the total number of Children unrelated to the Provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six children, except during two designated hours approved by the Department. It was determined based on observation that eight unrelated children for compensation and one related child not for compensation were present on this date.

POI (Plan of Improvement)

The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

Correction Deadline: 5/16/2019

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

Not Met

Finding

290-2-3-.07(14) requires at least one Adult with a satisfactory Comprehensive Records Check Determination to supervise Children at all times and requires plans to be made to obtain additional adult help in cases of emergencies. It was determined based on observation that one sleeping child was left unattended in the play pen on the middle level in the home. It was further determined that one infant was left unattended sleeping in a crib in the separate room with a glass door shut.

POI (Plan of Improvement)

The Home will ensure that either the Provider or at least one Adult with a satisfactory Comprehensive Records Check Determination supervises the children at all times. The Home will develop or update a plan to obtain additional adult help in case of an emergency.

Correction Deadline: 5/6/2019