

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/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@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

Retha Weatherspoon, Program Official

Date

Connie Boatright, 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: 10/31/2018 VisitType: Licensing Study

Arrival: 11:15 AM

Departure: 3:00 PM

FR-9900102642

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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)

Met

Comment

Discussed SIDS and infant sleeping position.

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

Met

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Mom Home # Missing -(08)(1),Name Missing - (08)(1),Date of Birth Missing -(08)(1),Parents Names Missing -(08)(1),Mom Work # Missing -(08)(1),Dad Work # Missing -(08)(1),Immunization Form - (08)(2),Physician & Emergency Contact Information - (08)(1),Emergency Medical Authorization - (08)(3),Allergy/Medical Information - (08)(4),Transportation Agreement - (08)(7),Release Person Information - (08)(10),Proof of No Liability Insurance Form

Child # 3

Not Met

"Missing/Incomplete Components"

Mom Work # Missing -(08)(1),Dad Work # Missing -(08)(1),Immunization Form - (08)(2)

Child # 4 Not Met

"Missing/Incomplete Components"

Date of Birth Missing-08(13),Name Missing-08(13),Phone Numbers-08(13)

Child # 5 Not Met

"Missing/Incomplete Components"

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 the consultant's review of child records that the provider could not produce one child's record. Additionally, two of eight child files was missing the mother work information and father work information. Additionally, one of eight child files was missing the child's application form which includes the child's name, date of birth, 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.

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Correction Deadline: 10/31/2018

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 the consultant's review of all child files that one of eight children had no immunization record on file and had been enrolled more than thirty days.. Additionally, five of eight children had expired immunization records on file.

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Correction Deadline: 10/31/2018

Finding

290-2-3-.08(9) requires that the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date , the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request. It was determined based on the consultant's review of the sign in and sign out sheet and child head count that five children was present and four children was signed in.

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Correction Deadline: 10/31/2018

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

Not Met

Finding

290-2-3-.08(3)requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on the consultant's review of all child files that two of eight child files did not have a emergency medical care form on file.

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Correction Deadline: 10/31/2018

Facility

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

Not Met

Finding

290-2-3-.11(2)(f) requires that poisons, medicines, cleaning agents and other hazardous materials be in locked areas or inaccessible to children. It was determined based on the consultant's observation that a toilet brush and toilet plunger was being stored in the child bathroom accessible to the children.

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Correction Deadline: 10/31/2018

Finding

290-2-3-.11(2)(h) requires at least one UL Approved smoke detector to be on each floor of the Home and such detectors to be maintained in working order. At least one 2-A:10-B:C fire extinguisher shall be kept in the child care area to be located no more than thirty feet from the kitchen. The extinguisher shall be maintained in working order and shall be inaccessible to the children. It was determined based on the consultant's observation and the providers statement that the fire extinguisher had been misplaced, was not located during this visit and not readily available to the child care area or the kitchen.

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Correction Deadline: 11/10/2018

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

Technical Assistance

Technical Assistance

290-2-3-.13(1) - The provider will ensure that the home is kept clean and free from hazards.

Correction Deadline: 10/31/2018

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 the consultant's observation that the blue basketball goal was missing three of four nets. Additionally, the red tunnel on the purple, green, yellow, and red gym set had a two inch crack and a seven inch crack causing a potential pinching and cutting hazard. Additionally the blue, green, purple and yellow crawl worm has a 15.5 x 19.5 broken panel leaving hard jagged edges causing a potential pinching and cutting hazard.

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Correction Deadline: 11/10/2018

Technical Assistance

290-2-3-.13(2)(d) - The provider will ensure that the double and single chain link fence gates are locked at any time children are outside playing.

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Correction Deadline: 10/31/2018

Food Service

290-2-3-.10 Food Service & Nutrition

Not Met

Finding

290-2-3-.10(2) requires that meals and snacks be nutritious, well balanced, and varied. Lunch and supper meals shall consist of vegetables or fruit or both; meat, poultry, fish, cheese, eggs, or protein substitute; bread; and milk unless the child has a specific health reason for prohibiting milk. It was determined based on the consultant's observation that a current menu was not posted.

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Correction Deadline: 10/31/2018

290-2-3-.10 Kitchen Operations

Not Met

Finding

290-2-3-.10(13) requires that food preparation areas and equipment are kept clean and free of accumulated dust, dirt, food particles and grease deposits. It was determined based on the consultant's observation that the kitchen area used to prepare food was cluttered and not clean.

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Correction Deadline: 11/10/2018

Health and Hygiene

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

Technical Assistance

Technical Assistance

290-2-3-.11(1)(m) - The provider will ensure that all children are kept clean, dry and comfortable.

Correction Deadline: 10/31/2018

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

The provider stated no medication is administered.

Licensure

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

Comment

Appropriate number of children observed in Family Child Care Learning Home this date.

Policies and Procedures

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

Comment

The consultant observed the parental access notice to be posted on the parent bulletin board.

Correction Deadline: 10/31/2018

Safety and Discipline

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

Comment

Appropriate vaccination records was available on this date.

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

Comment

Pleasant interactions observed between the provider and children in care.

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

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

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

Comment

The provider does not provide routine transportation.

Staff Records

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

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 the consultant's review of all staff files and the provider's statement that the provider had not been fingerprinted and had not submitted an application for fingerprinting to the department or an authorized fingerprinting site. Additionally, the provider was unable to produce her staff files during this visit.

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Correction Deadline: 10/31/2018

Finding

290-2-3-.21(1)(c) requires every Employee 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 if age 17 or older. 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 Employee 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 the consultant's review of all staff files and the provider's statement that the provider had not been fingerprinted and had not submitted an application for fingerprinting to the Department or an authorized fingerprinting site.

Correction Deadline: 10/31/2018

Finding

290-2-3-.21(1)(f) requires valid evidence of a satisfactory Fingerprint Records Check Determination be maintained at the Family Child Care Learning Home for each Provisional Employee for the duration of employment or residency plus one year, and such paper or electronic evidence must be made immediately available to the Department upon request. It was determined based on the consultant's review of all staff and household files that two staff files could not be produced with a copy of a fingerprint criminal records clearance determination letter.

Correction Deadline: 10/31/2018

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 the consultant's review of all staff files that the provider and one staff member who provides direct care and supervision to the children could not provide proof of first aid and CPR.

Correction Deadline: 11/30/2018

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

Met

Comment

Discussed staff qualifications and compliance with applicable laws and regulations.

Correction Deadline: 10/31/2018

290-2-3-.07 Staff Training

Not Met

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 members must 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 the consultant's review of staff records that the provider and one staff member who provides direct care and supervision to the children could not produce evidence of completion of Health & Safety and Orientation Training.

Correction Deadline: 11/30/2018

290-2-3-.08 Staff Training

Not Met

Finding

290-2-3-.08(14) requires that documentation of training be maintained in the Home and include the following: 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations. It was determined based on the consultant's review of staff files and the provider's statement that the provider and one staff member who provides direct care and supervision to the children could not provide certificates of completion for any required training hours for the year of 2017.

Staff:Child Ratios and Supervision

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

Comment

Appropriate ratios were observed on this date.

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 the consultant's observation that the provider stepped out of the child care area on two occasions for more than five minutes each time leaving five children to be supervised by a staff member who had a national CBC on file and no satisfactory comprehensive CBC on file as required.

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Correction Deadline: 10/31/2018