





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)

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:** 3/4/2019      **VisitType:** Monitoring Visit      **Arrival:** 1:35 PM      **Departure:** 3:15 PM

**FR-9900102642**

**Weatherspoon, Retha R.**

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**Regional Consultant**

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A variety of equipment and toys were observed.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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

**Met**

**Comment**

Home does not provide swimming activities.

**Comment**

There is no pool on the property

### Children's Records

**Records Reviewed: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

**Records Reviewed: 6**

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

Child # 5

Met

Child # 6

Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

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

**Met**

**Comment**

Parent authorizations obtained/completed.

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**Facility**

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

**Met**

**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**

**Comment**

The outside area appears clean and well maintained.

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**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

The provider stated no medication is administered.

**Correction Deadline: 3/4/2019**

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**Licensure**

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

**Met**

**Comment**

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

**Safety and Discipline**

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

**Met**

**Comment**

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

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

**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)**

**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

**Comment**

Criminal records checks were observed to be complete.

**Comment**

The provider stated one new household member has turned the age of seventeen. The consultant verified this household member has a satisfactory comprehensive fingerprint criminal records clearance determination letter on file.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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.

**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: 3/29/2019**

**Recited on 3/4/2019**

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**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 and 2018.

**POI (Plan of Improvement)**

The Home Provider will ensure that complete training information is on file.

**Correction Deadline: 3/29/2019**

**Recited on 3/4/2019**

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<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**

**Correction Deadline: 10/31/2018**

**Corrected on 3/4/2019**

**.07(14) - The previous citation is observed to be corrected on this date.**