



**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:** 3/3/2020    **VisitType:** Licensing Study    **Arrival:** 11:20 AM    **Departure:** 1:25 PM

**FR-9900105534**

**Shepherd, Sandra V**

3601 OAKLAND COURT Savannah, GA 31404 Chatham County  
(912) 355-2588 SVSLANG62@HOTMAIL.COM

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@dec.al.ga.gov

**Mailing Address**

3601 OAKLAND COURT  
SAVANNAH, GA 31404

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
03/03/2020	Licensing Study	Good Standing
07/24/2019	Monitoring Visit	Good Standing
02/12/2019	Licensing Study	Good Standing

**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.

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	0	0	0	0	0
1 & 2 Years	3	3	1	0	0
3 & 4 Years	3	3	2	0	0
School Age(5+) Years	0	4	1	0	0
<b>Total Under 13 Years</b>	6	10	4	0	0
<b>Total Under 18 Years</b>	6				

Children Present: 6	Total Children: 10
Caregivers/Helpers Present: 1	Total Caregivers/Helpers: 1

**Comments**

Plan of Improvement: Developed This Date 03/03/2020

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Sandra Shepherd, Program Official

Date

Stacey Foston, 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:** 3/3/2020    **VisitType:** Licensing Study    **Arrival:** 11:20 AM    **Departure:** 1:25 PM

**FR-9900105534**

**Shepherd, Sandra V**

3601 OAKLAND COURT Savannah, GA 31404 Chatham County  
(912) 355-2588 SVSLANG62@HOTMAIL.COM

**Mailing Address**

3601 OAKLAND COURT  
SAVANNAH, GA 31404

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Not Met**

**Finding**

290-2-3-.12(4) requires that all indoor and outdoor furniture, activity materials, and equipment shall be used in a safe and appropriate manner by each Provider, Provisional Employee and Employee and child in attendance and used in accordance with the manufacturer's instructions, recommendations, and intended use. It was determined based on observation that the double seat swing that is on the playground does not meet the Consumer Product Safety Commission requirements. The requirements state swing seats should be designed to accommodate no more than one user at any time.

**POI (Plan of Improvement)**

The Home will discontinue inappropriate use equipment and remove the swing.

**Correction Deadline: 3/3/2020**

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

**Met**

**Comment**

Currently the provider is not caring for infants. The children mats were observed to be in good condition.

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

**N/A**

**Comment**

Home does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

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

Child # 1

Met

Child # 2

Met

Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Proof of No Liability Insurance Form	

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

**Not Met**

**Finding**

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on a review of records that two children present did not have signed parental acknowledgement of no liability insurance.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 3/4/2020**

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

**Technical Assistance**

**Technical Assistance**

290-2-3-.08(3) - Discussed ensuring the Provider name and not the name of the daycare is documented on all parental medical and permission to take of the premises.authorization

**Facility**

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

**Met**

**Comment**

Home observed complete emergency drills

**Comment**

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

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

**Met**

**Comment**

The Home appears clean and free from hazards.

**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 grill was accessible to the children in the playground area.

**POI (Plan of Improvement)**

The Home will remove or cover the grill to ensure it is not accessible to the children.

**Correction Deadline: 3/3/2020**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Health and Hygiene**

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

**Not Met**

**Finding**

290-2-3-.11(1)(j) requires children's hands to be washed with liquid soap and warm running water: immediately upon arrival for the day and re-entering the child care area after outside play; before and after eating meals and snacks, handling or touching food, and playing in water; after toileting and diapering, playing in sand, touching animals or pets, contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood, and after contamination by any other means. It was determined based on observation that the six children in care did not wash their hands after eating lunch.

**POI (Plan of Improvement)**

To ensure proper hygiene, all children will wash their hands with liquid soap and warm running water as required.

**Correction Deadline: 3/3/2020**

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

**Met**

**Comment**

The provider stated appropriate 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)**

**Met**

**Comment**

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

**Safety and Discipline**

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

**N/A**

**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 First Aid Kit**

**Met**

**Comment**

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

---

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

N/A

**Comment**

The provider does not provide routine transportation.

---

**Staff Records**

---

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

Met

**Comment**

Criminal records checks were observed to be complete.

---

**290-2-3-.07 First Aid & CPR**

Met

**Comment**

Evidence observed that the provider was certified in First Aid and CPR.

---

**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**

Met

**Comment**

Annual training requirement and documentation observed for the year 2019.

---

**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)**

Met

**Comment**

Adequate supervision observed on this date.