





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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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)

Erica Davis, Program Official

Date

April Brown, 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:** 1/20/2022    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 1:00 PM

**FR-38594**

**Davis, Erica B.**

325 Vicki Lane Stockbridge, GA 30281 Henry County  
(404) 519-2627 erica.davis65432@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

April Brown

Phone: (770) 357-5101  
Fax: (770) 357-5102  
april.brown@dec.al.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position with the provider; however, there were no infants enrolled on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**N/A**

**Comment**

Home does not provide swimming activities. A Virtual Visit was conducted due to the COVID-19 pandemic.

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 3**

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (.08)(2)	
Child # 3	Met
Child # 4	Not Met

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 3**

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 5

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 6

Met

Child # 7

Met

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

**Not Met**

**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 three children did not have an up to date immunization or signed affidavit against such immunizations as required.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/20/2022**

**Facility**

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

**Technical Assistance**

**Technical Assistance**

Please ensure that documentation of drills 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. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 2/19/2022**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Operable smoke detector(s) were observed as required in the home on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Met**

**Comment**

The Home appears clean and free from hazards on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**290-2-3-.13 Playgrounds(CR)**

**Met**

**Comment**

Consultant discussed with the provider to ensure the trampoline located in the back yard area is not accessible to children in care with barrier and a sign posted to state that children in care will not utilize the trampoline. This was completed and pictures were sent to the Department. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 1/30/2022**

**Comment**

The outside area appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

<b>Food Service</b>
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**290-2-3-.10 Food Service & Nutrition****Met****Comment**

Menu met USDA guidelines on this date. Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

The provider stated proper knowledge of hand washing and hygiene procedures on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

The provider stated appropriate diapering procedures on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Per the provider no medication is currently dispensed at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

<b>Licensure</b>
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**290-2-3-.04 Application Requirements(CR)****Met****Comment**

Application requirements reviewed with the Provider on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

<b>Policies and Procedures</b>
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**290-2-3-.14 Required Reporting****Met****Technical Assistance**

Please ensure to report to the Department within twenty-four (24) hours or the next work day: any death of a Child while in the care of the Home; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a Child while in the care of the Home; any situation when a Child in care becomes missing, such as but not limited to, a Child who is left on a vehicle, a Child who leaves the Home, playground, or property, or a Child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the Home's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open). A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 1/20/2022**

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**Safety and Discipline**

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**290-2-3-.11 Animals****N/A****Comment**

The Family Child Care Learning Home does not keep animals on premises at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Age-appropriate discussion and redirection observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Please replace/add missing/expired item(s) in first aid kit(s) as needed. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

The provider does not provide routine transportation. A Virtual Visit was conducted due to the COVID-19 pandemic.

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**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 the last visit which was completed on July 13, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Criminal records checks were observed to be complete on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Evidence observed that the provider was certified in First Aid and CPR with an expiration date of June of 2022. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Provider observed to be compliant with applicable laws and regulations on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Annual training requirements and documentation observed to be completed for 2021. Additionally, the provider completed the CDA Family Child Care program on September 6, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

<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. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. A Virtual Visit was conducted due to the COVID-19 pandemic.