



**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

**Cover Sheet**

**Date:** 5/11/2022 **VisitType:** Licensing Study

**Arrival:** 1:40 PM

**Departure:** 2:30 PM

**FR-000005829**

**Seabrooks, Diane P**

3 HAYDEN CT Pooler, GA 31322 Chatham County  
 (912) 748-4719 dianeseabrooks@yahoo.com

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@dec.al.ga.gov

**Mailing Address**

3 HAYDEN CT  
 POOLER, GA 31322

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
05/11/2022	Licensing Study	Good Standing
11/19/2021	Monitoring Visit	Good Standing
05/20/2021	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	7	7	0	0	0
3 & 4 Years	1	1	0	0	0
School Age(5+) Years	0	0	0	0	0
<b>Total Under 13 Years</b>	8	8	0	0	0
<b>Total Under 18 Years</b>	8				

Children Present: 8 Total Children: 8

Caregivers/Helpers Present: 1 Total Caregivers/Helpers: 1

**Helper Needed**  
**More than 6 for pay**  
 6 for pay present & no-pay present does not have a notarized no-pay statement

**Comments**

An in person Licensing Study was completed on this day. The provider was not present for the visit and the consultant spoke with the provider via phone. The provider stated no medication is administered, no field trips or routine transportation is provided. The consultant request documents to be uploaded in Koala by close of business on Wednesday, May 18, 2022. The administrative review was completed on Friday, May 27, 2022. A final copy of the report was emailed to the provider. The consultant request signatures to be returned to the consultant by close of business today.

Plan of Improvement: No Plan Developed

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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Diane Seabrooks, Program Official

Date

Connie Boatright, Consultant

Date



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**Findings Report**

**Date:** 5/11/2022 **VisitType:** Licensing Study

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**Departure:** 2:30 PM

**FR-00005829**

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**290-2-3-.09 Activities**

**Met**

**Comment**

The consultant observed a variety of age appropriate activities in the childcare classroom.

**Correction Deadline: 5/11/2022**

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

**Met**

**Comment**

The consultant observed toys and equipment to be clean and in good repair.

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

**Technical Assistance**

**Comment**

The provider stated there are no infants enrolled.

**Technical Assistance**

290-2-3-.19(1)b)3 - The provider will ensure that each cot or mat is covered with a sheet for the child to lay on during nap time.

**Correction Deadline: 5/11/2022**

**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**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
Allergy/Medical Information - (.08)(4)	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
Allergy/Medical Information - (.08)(4)	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
Dad Home # Missing -(.08)(1),Dad Work # Missing -(.08)(1),Physician & Emergency Contact Information - (.08)(1),Allergy/Medical Information - (.08)(4)	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
Allergy/Medical Information - (.08)(4)	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Dad Home # Missing -(.08)(1),Mom Work # Missing -(.08)(1),Mom Home # Missing -(.08)(1)	
Child # 7	Met
Child # 8	Met

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

**Not Met**

**Comment**

The consultant observed eight children to be present and eight children to be signed in on this day between 7:15 AM and 9:30 AM.

**Correction Deadline: 5/11/2022**

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

**Met**

**Comment**

Parent authorizations obtained/completed.

	<b>Facility</b>
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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.

**Comment**

Home does not provide swimming activities.

**Comment**

The outside play areas should be protected from traffic or other hazards by fencing or other barriers at least four feet in height at all times when children are outside.

**Correction Deadline: 5/11/2022**

**Comment**

There is no pool on the property

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**Food Service**

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

**Met**

**Comment**

CACFP Meal Pattern Requirements: 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>

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**Health and Hygiene**

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

**Met**

**Comment**

The provider stated proper hand washing techniques.

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

**Met**

**Comment**

The provider stated appropriate diapering procedures.

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

**Met**

**Comment**

The provider stated no medication is administered.

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**Licensure**

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**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 these rules, shall make application to the Department for a license to operate a Child Care Learning Center, except as provided in 290-2-3-.07(15). It was determined based on child head count conducted and review of the sign in and sign out sheet that eight children were present and signed in between the hours of 7:15 AM and 9:30 AM.

**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: 5/11/2022**

**Policies and Procedures**

**290-2-3-.20 E-mail Contact Information** **Met**

**Comment**

The provider has a valid email address on file with the department.

**Correction Deadline: 5/11/2022**

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

**Comment**

The consultant observed the parental access notice to be posted as required.

**Correction Deadline: 5/11/2022**

**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**

The provider stated positive redirection is used as a form of discipline.

**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)** **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.

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

**Comment**

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

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

Staff observed to be compliant with applicable laws and regulations.

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

Annual training requirement and documentation observed.

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)****Not Met****Finding**

290-2-3-.07(15) requires the Home to ensure that the total number of Children not Related to the Provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six Children, except that a Provider may care for two additional children who are three years of age or older for two designated one hour periods daily upon approval approved by the Department. It was determined based on the child head count conducted and review of the daily sign in and sign out sheet that eight children were present and eight children were signed in between 7:15 AM and 9:30 AM.

**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: 5/21/2022****Finding**

290-2-3-.07(18) requires the Home to ensure that an Employee or Provisional Employee, who must be at least sixteen (16) years of age, must be present to assist with supervision whenever more than three (3) children under the age of twelve (12) months are present, more than six (6) children under the age of three (3) years are present or more than eight (8) children under the age of five (5) years are present. It was determined based on the child head count conducted, and review of the dates of birth recorded in the child files that seven of eight children present were under the age of three years with one staff member.

**POI (Plan of Improvement)**

The Home will ensure than an Employee or Provisional Employee is present to assist with supervision as required by the rules.

**Correction Deadline: 5/11/2022**

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

Adequate supervision observed on this date.