





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



### 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)

Karen White, 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:** 5/10/2022 **VisitType:** Licensing Study

**Arrival:** 1:50 PM

**Departure:** 2:40 PM

**FR-9900105158**

**White, Karen C.**

405 GREENWAY STREET Pooler, GA 31322 Chatham County  
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**Mailing Address**

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**Regional Consultant**

Connie Boatright

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Met**

**Comment**

290-2-3-.09(8) - The provider will ensure age appropriate activities are available for children.

**Correction Deadline: 5/10/2022**

**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**

Care is not provided for any infant required to be in a crib

**Comment**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Met**

**Comment**

Home does not provide swimming activities.

**Comment**

Pool not in use at this time, gates observed locked with a key lock and zip tie. The provider stated she plans to fill the pool in with dirt as it is not in operable condition.

**Children's Records**

**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 Administrative Review that the provider did not produce or upload two of two child files by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the Children's records as required.

**Correction Deadline: 5/10/2022****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 the Administrative Review that the provider did not produce or upload the liability insurance form for two of two child files by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 5/10/2022****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 Administrative Review that the provider did not produce or upload immunization records for two of two child files by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

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

**Correction Deadline: 5/10/2022****Finding**

290-2-3-.08(4) requires the Home to maintain a file for each Child that includes known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the Child's participation in the program. It was determined based on the Administrative Review that the provider did not produce or upload the allergic to section of two of two child files by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home Provider will secure and maintain the missing Child's health information.

**Correction Deadline: 5/10/2022****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 Administrative Review that the provider did not produce or upload sign in and sign out sheets by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required.

**Correction Deadline: 5/10/2022**

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

**Not Met**

**Finding**

290-2-3-.08(10) requires the Home to ensure that Children are only released to authorized person(s), and shall take necessary steps to determine that any such person(s) presenting to pick up a Child in care is authorized by the Parent(s) of the Child and that person matches the identifying information provided by the Parent. It was determined based on the Administrative Review that the provider did not produce or upload the release to authorized person form on two of two child files by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home will check records and identification and take any additional steps necessary to ensure children are released to authorized persons as indicated by Parent(s).

**Correction Deadline: 5/10/2022**

**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 Administrative Review that the provider did not produce or upload parental authorization form for emergency medical care on two of two child files by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 5/10/2022**

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<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

**Met**

**Finding**

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall 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. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on the Administrative Review that the provider did not produce or upload documentation of the required fire and tornado drills as requested by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

**Correction Deadline: 6/9/2022**

**Comment**

Home observed complete emergency drills

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**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**

290-2-3-.13(2)(a) - The provider will ensure that the playground area is kept free of hazards. The provider stated the children play inside of the green fenced area and do not play around the race car or dog pens. She stated the dog pens stay locked.

**Correction Deadline: 5/20/2022**

**Comment**

Home does not provide swimming activities.

**Comment**

Pool not in use at this time, gates observed locked. The provider stated she is going to fill the pool with dirt as it is not in operable condition.

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**Food Service**

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

**Met**

**Finding**

290-2-3-.10(6) requires the Home to provide a menu listing all meals and snacks to be served during the current week. Substitutions shall be recorded on the posted menu. Menus shall be retained at the Home for six (6) months. It was determined based on the Administrative Review that the provider did not produce or upload a current menu by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 5/10/2022**

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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 hand washing and hygiene procedures.

**Comment**

There were no children present during this visit.

**Correction Deadline: 5/10/2022**

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

**Met**

**Comment**

There are no diapered children currently enrolled in the program.

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

**Met**

**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.

## Policies and Procedures

### 290-2-3-.14 Required Reporting

Met

#### Finding

290-2-3-.14(5) requires the provider of a FCCLH to submit the administrative report when the Department requests a review of the program's administrative documents .It was determined based on the consultant's review of records that the FCCLH did not submit the administrative documents for review, within five business days, by close of business on May 17, 2022 as requested.

#### POI (Plan of Improvement)

The Home will complete and submit the report as required.

**Correction Deadline: 6/9/2022**

## Safety and Discipline

### 290-2-3-.11 Animals

Met

#### Comment

290-2-3-.11(1)(n) - The provider will ensure that pets in the Home be properly vaccinated in accordance with the requirements of the local county Boards of Health. Unconfined pets shall not be permitted in child care areas when any Child is present except for supervised learning experiences.

**Correction Deadline: 5/10/2022**

#### Comment

The provider will ensure that animals are maintained clean and appropriately caged when children are present.

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

Met

#### Comment

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

#### Comment

290-2-3-.11(3)(a) - The provider stated time out and positive redirection is used for discipline.

**Correction Deadline: 5/10/2022**

### 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

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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 last visit

**Comment**

Criminal records checks were observed to be complete.

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**290-2-3-.07 First Aid & CPR****Not Met****Finding**

290-2-3-.07(8) 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. Such training must be completed prior to initial licensure for the Provider and within 90 days from date of hire for Provisional Employees and Employees. The Provider, a Provisional Employee or Employee with current CPR and first aid training must always be on the Home's premises and on any field trip whenever any Child is present. It was determined based on the Administrative Review that the provider did not produce or upload a current CPR and First Aid certificate of completion by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Home will obtain the required CPR and first aid training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested. The Home will ensure that there is always a Staff person on the Home's premises and on any field trip whenever any Child is present.

**Correction Deadline: 6/9/2022****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**

Discussed staff qualifications and compliance with applicable laws and regulations.

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**290-2-3-.07 Staff Training****Not Met****Finding**

290-2-3-.07(7) requires that the Provider, Employees and Provisional Employees with direct care responsibilities shall complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); 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, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on the Administrative Review that the provider did not produce or upload a Health and Safety Training certificate of completion by close of business on Tuesday, May 17, 2022 as requested.

**POI (Plan of Improvement)**

The Provider will complete the required training and will ensure any Employees or Provisional Employees complete the training. The Provider will develop a plan to ensure that any new Staff hired complete the training as required.

**Correction Deadline: 6/9/2022**



**Finding**

290-2-3-.07(9) requires that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department- approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained in the Home by the Provider, as required by these rules. It was determined based on the consultant's review of training records that the Provider completed no clock hours of training for January 2021 to December 2021 and ten clock hours are required.

**POI (Plan of Improvement)**

The Home will obtain the required annual training for Staff and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

**Correction Deadline: 5/31/2022**

**Recited on 5/10/2022**

**Staff:Child Ratios and Supervision**

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

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)

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

**Comment**

There were no children present during the time of the inspection. (This rule was not evaluated on this date)