



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: 4/6/2022 VisitType: Licensing Study

Arrival: 12:55 PM Departure: 1:55 PM

FR-000001939

Sutherland, Ethel

2502 MILLER OAKS CIR Decatur, GA 30035 DeKalb County  
(678) 668-1351 sutherlandethel@yahoo.com

**Mailing Address**

2502 MILLER OAKS CIR  
DECATUR, GA 30035

**Regional Consultant**

Verlyn Gant

Phone: (404) 591-6059  
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Quality Rated: ★

<u>Compliance Zone Designation</u>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
04/06/2022	Licensing Study	Good Standing	
10/07/2021	Monitoring Visit	Good Standing	
01/12/2021	Licensing Study	Good Standing	

**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	4	4	0	0	0
3 & 4 Years	1	1	0	0	0
School Age(5+) Years	1	1	0	0	0
Total Under 13 Years	6	6	0	0	0
Total Under 18 Years	6				
Children Present: 6 Total Children: 6 Caregivers/Helpers Present: 3 Total Caregivers/Helpers: 1					

**Comments**

On this date, the consultant followed up to previous visit and conducted an on-site Licensing Study. Consultant requested the provider submit required documents for the Administrative Review process.

An Administrative Review was conducted on April 11, 2022. Staff files, children's files, training, and background checks were all reviewed.

The Consultant completed the exit conference virtually and a copy of licensing study visit report was electronically emailed to the Program on April 25, 2022.

Plan of Improvement: Developed This Date 04/06/2022

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/RuleAndRegulations.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)

Ethel Sutherland, Program Official

Date

Verlyn Gant, 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:** 4/6/2022 **VisitType:** Licensing Study **Arrival:** 12:55 PM **Departure:** 1:55 PM

**FR-000001939**

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The following information is associated with a Licensing Study:

### 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)**

**Technical Assistance**

**Technical Assistance**

290-2-3-.19(1)b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If individually marked, they must be laundered weekly or more frequently if needed. Please ensure that a sheet or similar cover is provided for cots or mats.

**Correction Deadline: 4/6/2022**

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

**N/A**

**Comment**

There is no pool on the property

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

Parents Names Missing -(08)(1), Immunization Form - (08)(2), Physician & Emergency Contact Information - (08)(1), Dad Work # Missing -(08)(1), Dad Home # Missing -(08)(1), Mom Work # Missing -(08)(1), Mom Home # Missing -(08)(1), Release Person Information - (08)(10), Allergy/Medical Information - (08)(4), Emergency Medical Authorization - (08)(3)

Child # 2

Not Met

"Missing/Incomplete Components"

Dad Home # Missing -(08)(1),Release Person Information - (08)(10),Mom Work # Missing -(08)(1)

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

Dad Work # Missing -(08)(1),Release Person Information - (08)(10),Dad Home # Missing -(08)(1),Mom Work # Missing -(08)(1)

Child # 5

Not Met

"Missing/Incomplete Components"

Release Person Information - (08)(10),Dad Work # Missing -(08)(1)

Child # 6

Met

**290-2-3-.08 Children's Records****Not Met****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 a review of records that the following was missing from the children's enrollment records:

- One child's file was missing
- Three children's files were missing the release person's address
- One child's file was missing the parent's telephone number
- Four children's files were missing the parent's work address or work telephone number

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/6/2022****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.

**Comment**

Operable smoke detector(s) were observed as required in the home this date.

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

290-2-3-.13(1) requires that the Home be clean and free from hazards. Please ensure that the cupboard in the bathroom where the cover has peeled is repaired.

Correction Deadline: 4/6/2022

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

**Not Met**

**Finding**

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on observation that the fence to the left side of the play area needed to be repaired.

**POI (Plan of Improvement)**

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

Correction Deadline: 4/6/2022

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**Health and Hygiene**

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

**Met**

**Comment**

Proper hand washing observed throughout the Home.

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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)**

**N/A**

**Comment**

Per the provider no medication is currently dispensed

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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.

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**Safety and Discipline**

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

**Met**

**Comment**

Animals maintained clean and appropriately caged.

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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

Please replace the missing triangular bandage in first aid kits.

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

The provider does not provide routine transportation.

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<b>Staff Records</b>
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**290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that a resident in the home on April 04, 2022 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprint site as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Home will ensure that every actual and potential Provider, Employee and Provisional Employee of a Family Child Care Learning Home submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

**Correction Deadline: 4/6/2022**

**Finding**

290-2-3-.21(1)(a) requires the Home to ensure that the Provider, every actual and potential Employee(including residents age 17 and older) and Provisional Employee of the Family Child Care Learning Home has submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that a resident in the home on April 04, 2022 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprint site as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Home will ensure that every actual and potential Provider, Employee and Provisional Employee of a Family Child Care Learning Home submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will ensure the CRC rules are maintained.

**Correction Deadline: 4/6/2022**

**Finding**

290-2-3-.21(1)(c) requires every Employee to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before residing in the Home if age 17 or older. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that a resident in the home did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the home.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Home will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Home while any child is present for care or before an individual age 17 or older resides in the Home. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The provider must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Home will to ensure the CRC rules are maintained.

**Correction Deadline: 4/6/2022**

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<b>290-2-3-.07 Staff Qualifications(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

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<b>290-2-3-.07 Staff Training</b>	<b>Met</b>
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**Comment**

Annual training requirement and documentation observed.

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<b>290-2-3-.08 Staff Training</b>	<b>Met</b>
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**Correction Deadline: 12/31/2021**

**Corrected on 4/6/2022**

**.08(14) - Previous citation was observed to be corrected during this visit, in that the provider had documentation of training maintained in the home including 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations as required.**

**Staff:Child Ratios and Supervision**

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<b>290-2-3-.07 Staff:Child Ratios(CR)</b>	<b>Met</b>
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**Comment**

Appropriate ratios were observed on this date.

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<b>290-2-3-.07 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Adequate supervision observed on this date.