





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

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)



**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@decal.ga.gov](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**

Tokiko George, Program Official

Date

Beth Holland, 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:** 4/19/2023 **VisitType:** Monitoring Visit **Arrival:** 10:05 AM **Departure:** 11:40 AM

**FR-28915**

**George, Tokiko K**

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**Mailing Address**

Same

The following information is associated with a Monitoring Visit:

**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) Met**

**Comment**

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

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

**Comment**

There is no pool on the property

**Children's Records**

**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 two of four children enrolled did not have evidence of enrollment applications.

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**Correction Deadline: 4/21/2023**

**Recited on 4/19/2023**

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

**Correction Deadline: 9/20/2022**

**Corrected on 4/19/2023**

**.08(7) - Home is no longer participating in Field Trips. Consultant discussed with provider to update completed transportation records and complete a field trip log with specific location, date and time of field trips with parent signature when field trips resume.**

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

**Comment**

No hazards observed accessible to children on this date.

**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) 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 gate that blocks access to the side yard was not operable.

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**Correction Deadline: 4/19/2023**

<b>Food Service</b>
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**290-2-3-.10 Food Service & Nutrition Not Met**

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**Correction Deadline: 9/20/2022**

**Corrected on 4/19/2023**

**.10(3) - The previous citation was observed to be corrected in the the home is not providing care for infants at this time.**

**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 observation and a review of records that a menu was not available.

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**Correction Deadline: 4/19/2023**

**Recited on 4/19/2023**

<b>Health and Hygiene</b>
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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.

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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**

Per the provider no medication is currently dispensed

<b>Licensure</b>
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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. Provider was observed to care for four children for pay on this date.

<b>Safety and Discipline</b>
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**290-2-3-.11 Animals** **Met**

**Comment**

The Family Child Care Learning Home does not keep animals on premises.

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

**Comment**

The provider and/or the home's employee were observed to maintain a positive learning environment on this date.

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

**Correction Deadline: 9/20/2022**

**Corrected on 4/19/2023**

**.11(2)(m) - The previous citation was observed to be corrected in that the provider is no longer providing transportation.**

<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)(b) requires every Provider 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. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the license date; provided, however, if the Provider 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 the providers background check was expired as of April 16, 2023.

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**Correction Deadline: 4/19/2023**

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

**Correction Deadline: 10/20/2022**

**Corrected on 4/19/2023**

**.07(8) - The previous citation was observed to be corrected in that staff had evidence of CPR/First required training.**

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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** **Defer**

**Defer**

290-2-3-.07(9)- A review of training will be completed at the providers annual licensing visit.

**Correction Deadline: 9/20/2022**

## Staff:Child Ratios and Supervision

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

Met

#### Comment

Appropriate ratios were observed on this date. The provider was observed to care for four children for pay on this date. A helper was present with the provider.

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### 290-2-3-.07 Supervision(CR)

Met

#### Comment

Adequate supervision observed on this date.