





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)

Gwendolyn Pennyman, Program Official

Date

Tomekia Hudson, 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:** 6/8/2022 **VisitType:** Licensing Study

**Arrival:** 11:30 AM

**Departure:** 12:30 PM

**FR-32528**

**Pennyman, Gwendolyn**

6676 Emily Lane Austell, GA 30168 Cobb County  
(404) 944-0199 gsmith28@bellsouth.net

**Mailing Address**  
Same

**Regional Consultant**

Tomekia Hudson

Phone: (770) 544-5978

Fax: (770) 544-5980

tomekia.hudson@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**

A variety of equipment and toys were observed.

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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

**Met**

**Comment**

Home does not provide swimming activities.

**Children's Records**

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 0**

Child # 1

Met

Child # 2

Met

Child # 3

Met

---

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

**Comment**

Records were observed to be complete and well organized.

---

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

**Comment**

Parent authorizations obtained/completed.

---

**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)** **Met**

**Comment**

The Home appears clean and free from hazards.

---

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

**Comment**

The outside area appears clean and well maintained.

---

**Food Service**

---

**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>

---

**Health and Hygiene**

---

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

**Comment**

Proper hand washing observed throughout the Home.

---

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

**Comment**

The provider stated appropriate diapering procedures.

---

**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.

**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**

Age-appropriate discussion and/or redirection observed.

**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 or residents since last visit.

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

**Comment**

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

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

**Comment**

Annual training requirement and documentation observed.

**Staff:Child Ratios and Supervision**

---

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

**Comment**

Appropriate ratios were observed on this date.

**Comment**

Adequate supervision observed on this date.