





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)

\_\_\_\_\_  
Pamela Keaton, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brionne Higgins, 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:** 6/27/2022 **VisitType:** Monitoring Visit

**Arrival:** 3:00 PM

**Departure:** 3:30 PM

**FR-54739**

**Keaton, Pamela L**

217 Brookside Drive Dallas, GA 30132 Paulding County  
(678) 949-1335 pamelakeaton666@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Brionne Higgins

Phone: (404) 232-1903

Fax: (770) 359-5819

brionne.higgins@decal.ga.gov

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**

Pleasant naptime environment observed.

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

**N/A**

**Comment**

Home does not provide swimming activities.

**Children's Records**

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 10**

Child # 1

Not Met

"Missing/Incomplete Components"

Parents Names Missing -(08)(1),Date of Birth Missing -(08)(1),Name Missing - (08)(1),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),Transportation Agreement - (08)(7),Emergency Medical Authorization - (08)(3)

Child # 2

Not Met

"Missing/Incomplete Components"

Name Missing-.08(13),Date of Birth Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

Child # 3

Not Met

"Missing/Incomplete Components"

Name Missing-.08(13),Date of Birth Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

Child # 4 Not Met

"Missing/Incomplete Components"

Name Missing-.08(13),Date of Birth Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

Child # 5 Not Met

"Missing/Incomplete Components"

Name Missing-.08(13),Date of Birth Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

Child # 6 Not Met

"Missing/Incomplete Components"

Name Missing-.08(13),Date of Birth Missing-.08(13),Phone Numbers-.08(13),Parents Address-.08(13)

Child # 7 Not Met

"Missing/Incomplete Components"

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

Child # 8 Not Met

"Missing/Incomplete Components"

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

Child # 9 Not Met

"Missing/Incomplete Components"

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

Child # 10 Not Met

"Missing/Incomplete Components"

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

**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 a review of records that the consultant did not receive current and update record for 11 out of 11 children in care. The provider was notified on June 27, 2022 that documents for an administrative review was due on July 5, 2022. Documents were not submitted.

**POI (Plan of Improvement)**

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

**Correction Deadline: 6/27/2022**

**Finding**

290-2-3-.08(13) requires documentation for the care of children, related and unrelated, for whom no pay is received to include a notarized statement from the Parent(s) attesting to the non-pay status. It was determined based on a review of records that the Provider failed to maintain and provide a notarized statement from Parents attesting to non-pay status for 5 out of 5 children kept not for pay.

**POI (Plan of Improvement)**

The Home Provider will obtain and maintain documentation.

**Correction Deadline: 6/27/2022**

**Facility**

**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.

**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.

**Health and Hygiene**

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

**Comment**

Provider stated proper knowledge of hand washing and hygiene procedures.

**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

**Licensure**

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**290-2-3-.04 Application Requirements(CR)**

Met

**Comment**

Application requirements reviewed with the Provider on this date.

**Safety and Discipline**

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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)**

N/A

**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**

Criminal records checks were observed to be complete.

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

Met

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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 consultant observed five children for pay and five children not for pay with the provider and helper on this date.

**Comment**

Consultant discussed ensuring that children kept not for pay are to have a relationship status and no compensation affidavit on file and available for review with the Provider.

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

Met

**Comment**

Adequate supervision observed on this date.