





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

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 1 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

Pamela Keaton, Program Official

Date

Evelyn McBurse, 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:** 3/6/2023      **VisitType:** Complaint Investigation  
Follow Up      **Arrival:** 1:40 PM      **Departure:** 3:40 PM

**FR-54739**

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**Mailing Address**  
Same

The following information is associated with a Complaint Investigation Follow Up:

**Children's Records**

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 5**

Child # 2	Not Met
<u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2)	

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

**Not Met**

**Correction Deadline: 12/31/2022**

Corrected on 3/6/2023

.08(1) - Correction of the previous citation in that consultant observed enrollment records for six enrolled children.

Correction Deadline: 12/31/2022

Corrected on 3/6/2023

.08(13) - Correction of the previous citation in that consultant observed provider to have one relationship affidavit form to be notarized for one child.

**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 a review of records that the provider failed to maintain immunization records for five of six enrolled children.

**POI (Plan of Improvement)**

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

Correction Deadline: 3/17/2023

Recited on 3/6/2023

**Staff Records**

290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR)

**Met**

Correction Deadline: 11/21/2022

Corrected on 3/6/2023

.21(1)(c) - Correction of the previous citation in that consultant observed provider, helper, and all residents to have a comprehensive satisfactory criminal record check.

**Staff:Child Ratios and Supervision**

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

**Met**

Correction Deadline: 12/1/2022

Corrected on 3/6/2023

.07(15) - Correction of the previous citation in that consultant observed six children kept for pay present on this date.