



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: 7/19/2022 VisitType: Licensing Study

Arrival: 11:00 AM Departure: 12:00 PM

FR-27105

Lee, Gladys C

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Mailing Address

140 CAPETON COURT
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Regional Consultant

Kajora McCoy

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Joint with: Kaycee Purvis

Quality Rated: ★ ★ ★

| <u>Compliance Zone Designation</u> | | | Compliance Zone Designation - 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. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 07/19/2022 | Licensing Study | Good Standing | |
| 05/25/2022 | Monitoring Visit | Good Standing | |
| 11/01/2021 | 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 | 1 | 0 | 0 | 0 |
| 1 & 2 Years | 2 | 3 | 0 | 0 | 0 |
| 3 & 4 Years | 4 | 7 | 0 | 0 | 0 |
| School Age(5+) Years | 3 | 6 | 0 | 0 | 0 |
| Total Under 13 Years | 9 | 17 | 0 | 0 | 0 |
| Total Under 18 Years | 9 | | | | |
| Children Present: 9 Total Children: 17 Caregivers/Helpers Present: 2 Total Caregivers/Helpers: 2 | | | | | |
| More than 6 for pay 6 for pay present & no-pay present does not have a notarized no-pay statement | | | | | |

Comments

On July 19, 2022, 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 completed on August 1, 2022 and consultant obtained providers signature on administrative review letter.

Plan of Improvement: Developed This Date 07/19/2022

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 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 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)

Gladys Lee, Program Official

Date

Kajora McCoy, Consultant

Date

Kaycee Purvis, Consultant

Date



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Findings Report

Date: 7/19/2022 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:00 PM

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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

Toys and equipment observed to be clean and safe from hazardous conditions.

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

Met

Comment

Discussed SIDS and infant sleeping position.

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

Met

Comment

Home does not provide swimming activities.

Children's Records

Records Reviewed: 17

Records with Missing/Incomplete Components: 9

Child # 1

Not Met

"Missing/Incomplete Components"

Proof of No Liability Insurance Form, Immunization Form - (.08)(2)

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2), Proof of No Liability Insurance Form

Child # 4

Met

| | |
|--|---------|
| Child # 5 | Met |
| Child # 6 | Not Met |
| <u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2) | |
| Child # 7 | Not Met |
| <u>"Missing/Incomplete Components"</u> Proof of No Liability Insurance Form | |
| Child # 8 | Met |
| Child # 9 | Not Met |
| <u>"Missing/Incomplete Components"</u> Proof of No Liability Insurance Form | |
| Child # 10 | Met |
| Child # 11 | Met |
| Child # 12 | Not Met |
| <u>"Missing/Incomplete Components"</u> Proof of No Liability Insurance Form | |
| Child # 13 | Not Met |
| <u>"Missing/Incomplete Components"</u> Proof of No Liability Insurance Form | |
| Child # 14 | Met |
| Child # 15 | Met |
| Child # 16 | Not Met |
| <u>"Missing/Incomplete Components"</u> Immunization Form - (.08)(2), Proof of No Liability Insurance Form | |
| Child # 17 | Not Met |
| <u>"Missing/Incomplete Components"</u> Proof of No Liability Insurance Form | |

290-2-3-.08 Children's Records**Not Met****Finding**

290-2-3-.08(11) requires that if the Home is not covered by liability insurance sufficient to protect its clients, the Home must notify the Parent of each Child under the care of the program in writing. Each Parent must acknowledge receipt of such notice, and a copy of the acknowledgement shall be kept in the Child's file. It was determined based on a review of records there were eight of twelve children records missing notice of liability insurance forms.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 7/19/2022

Finding

290-2-3-.08(12) requires that documentation for the care of related children in the Home, other than the Providers own children, include a notarized statement of family relationships by the Parent(s). It was determined that based on a review of records there were no relationship affidavits on file for five children.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 7/19/2022

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 there were not any no compensation forms on file for five children.

POI (Plan of Improvement)

The Home Provider will obtain and maintain documentation.

Correction Deadline: 7/19/2022

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 there was one immunization record missing, two immunization records that were expired, and one immunization affidavit that was not notarized.

POI (Plan of Improvement)

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

Correction Deadline: 7/19/2022

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**

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)**Not Met****Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined based on observation there was a rake, one can of paint thinner, and construction materials accessible on the playground that could pose a potential hazard to the children.

POI (Plan of Improvement)

The Home will repair any and all identified outdoor hazards and will monitor playground daily or more often as needed to ensure that the Home's outdoor play area is kept clean and free of hazards.

Correction Deadline: 7/29/2022

Health and Hygiene

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

Staff state proper knowledge of hand washing and hygiene procedures.

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

The provider stated appropriate diapering procedures.

290-2-3-.11 Medications(CR)**N/A****Comment**

Per the provider no medication is currently dispensed

Licensure

290-2-3-.04 Application Requirements(CR)**Not Met****Finding**

290-2-3-.04(1)(d) requires a person that provides care for more than six children for pay, related or unrelated, as defined in these rules, shall make application to the Department for a license to operate a Child Care Learning Center, except as provided in 290-2-3-.07(15). It was determined based on observation that there were nine children present during the visit.

POI (Plan of Improvement)

The Family Child Care Learning Home caring for more than six children shall reduce the number of children in care to six. The Family Child Care Learning Home will submit an application for a Child Care Learning Center and receive a license to operate from the Department before caring for more than six children, related or unrelated, for pay.

Correction Deadline: 7/19/2022

Safety and Discipline

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

Appropriate vaccination records were available on this date.

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

Age-appropriate discussion and/or redirection observed.

| | |
|----------------------------------|------------|
| 290-2-3-.11 First Aid Kit | Met |
|----------------------------------|------------|

Comment

Complete first aid kit observed in the Family Child Care Learning Home

| | |
|---------------------------------------|------------|
| 290-2-3-.11 Transportation(CR) | N/A |
|---------------------------------------|------------|

Comment

The provider does not provide routine transportation.

| |
|----------------------|
| Staff Records |
|----------------------|

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

Comment

Criminal records checks were observed to be complete.

| | |
|--|------------|
| 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 Independent Contractors(CR) | Met |
|--|------------|

Comment

The facility does not currently have any independent contractors employed.

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|---|------------|
| 290-2-3-.07 Other Staff Direct Contact with Children(CR) | Met |
|---|------------|

Comment

The facility does not currently have any additional staff employed.

| | |
|--|------------|
| 290-2-3-.07 Provisional Employees | Met |
|--|------------|

Comment

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

| | |
|---|------------|
| 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 | Not Met |
|-----------------------------------|----------------|

Finding

290-2-3-.07(9) requires that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department- approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records the provider obtained two clock hours of annual training when ten clock hours was required.

POI (Plan of Improvement)

The Home will obtain the required annual training for Staff and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

Correction Deadline: 8/18/2022

290-2-3-.07 Students-in-Training(CR)**Met****Comment**

The facility does not currently have any students-in-training employed.

290-2-3-.07 Volunteers(CR)**Met****Comment**

The facility does not currently have any volunteers employed.

| |
|---|
| Staff:Child Ratios and Supervision |
|---|

290-2-3-.07 Staff:Child Ratios(CR)**Not Met****Finding**

290-2-3-.07(15) requires the Home to ensure that the total number of Children not Related to the Provider in the Family Child Care Learning Home, for pay or not for pay, cannot exceed six Children, except that a Provider may care for two additional children who are three years of age or older for two designated one hour periods daily upon approval approved by the Department. It was determined based on observation there were nine children present at the home during the visit.

POI (Plan of Improvement)

The Home will reduce the number of unrelated children, both for pay and not for pay, so that the total number of unrelated children in care does not exceed the number of children as specified in these rules.

Correction Deadline: 7/29/2022

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

Adequate supervision observed on this date.