





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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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), e-mail the following information to [CCSRefutations@decal.ga.gov](mailto:CCSRefutations@decal.ga.gov).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx>

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)

Celestine Burden, Program Official

Date

Charlene Story, 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:** 6/7/2021    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 12:00 PM

**FR-000009523**

**Burden, Celestine W**

219 Loudon Hill Drive Warner Robins, GA 31088 Houston County  
(478) 953-0826 burden4@cox.net

**Mailing Address**  
Same

**Regional Consultant**

Charlene Story

Phone: (770) 405-7942  
Fax: (770) 408-0759  
charlene.story@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

**290-2-3-.12 Equipment and Supplies(CR)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured on this date.  
A virtual visit was conducted on this date due to COVID-19 Pandemic.

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

**Not Evaluated**

**Comment**

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)  
Provider is temporarily closed due to COVID-19 Pandemic.

**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 Evaluated**

**Comment**

Provider is temporarily closed due to COVID-19 Pandemic. No children enrolled. Not evaluated.

### Facility

**290-2-3-.11 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.  
Operable smoke detector(s) were observed as required in the home this date.  
A virtual visit was conducted on this date due to COVID-19 Pandemic.

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**290-2-3-.13 Physical Plant-Structural/Mechanical(CR)** **Met**

**Comment**

The Home appears clean and free from hazards.  
A virtual visit was conducted on this date due to COVID-19 Pandemic.

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

**Comment**

The outside area appears clean and well maintained.  
A virtual visit was conducted on this date due to COVID-19 Pandemic.

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**Food Service**

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**290-2-3-.10 Food Service & Nutrition** **Not Evaluated**

**Comment**

Provider is temporarily closed at the time due to COVID-19 Pandemic.  
No children enrolled This rule was not evaluated.

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**Health and Hygiene**

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

**Comment**

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the provider on this date.  
Provider is temporarily closed at this time due to COVID-19 Pandemic.

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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)** **Not Evaluated**

**Comment**

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)  
Provider is temporarily closed at this time due to COVID-19 Pandemic.

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**Licensure**

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

**Comment**

Application requirements reviewed with the Provider on this date.  
Provider is temporarily closed at this time due to COVID-19 Pandemic.

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**Safety and Discipline**

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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)** **Not Evaluated**

**Comment**

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)  
Provider is temporarily closed at this time, due to COVID-19 Pandemic.

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

**Comment**

Please replace or add missing or expired items in first aid kit before reopening your facility.  
Provider is temporarily closed at this time due to COVID-19 Pandemic.

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

**Comment**

The provider does not provide routine transportation.  
No children enrolled at this time. Provider is temporarily closed due to COVID-19 Pandemic.

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| <b>Staff Records</b> |
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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.  
An Administrative Review was completed on June 7, 2021.

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

**Comment**

Evidence observed that the provider was certified in First Aid and CPR.  
An Administrative Review was completed on June 7, 2021.

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**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.

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**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.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.  
Provider is temporarily closed at this time due to COVID-19 Pandemic.  
Additional cleaning and sanitizing requirements due to the COVID-19 pandemic and the Executive Order issued on May 28, 2021 were discussed with the provider.

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

**Comment**

Annual training requirement and documentation was observed for the year 2020.  
An Administrative Review was completed on June 7, 2021.

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

**Comment**

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

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

The facility does not currently have any volunteers employed.

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| <b>Staff:Child Ratios and Supervision</b> |
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**290-2-3-.07 Staff:Child Ratios(CR)****Not Evaluated****Comment**

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)  
Provider is temporarily closed due to the COVID-19 Pandemic.

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**290-2-3-.07 Supervision(CR)****Not Evaluated****Comment**

Currently there are no children enrolled in the program. (This rule was not evaluated on this date)  
Provider is temporarily closed due to COVID-19 Pandemic.