





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

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

Linda Ransom, Program Official

Date

Angela Williams-Jackson, Regional 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:** 6/12/2023 **VisitType:** Monitoring Visit **Arrival:** 11:55 AM **Departure:** 1:20 PM

**FR-000014504**

**Ransom, Linda Y**

1172 WILLIE HARRIS DRIVE Cairo, GA 39828 Grady County  
(229) 421-9522 lindaransom944@yahoo.com

**Regional Consultant**

Angela Williams-Jackson

Phone:

Fax:

angela.williams-  
jackson@dec.al.ga.gov

**Mailing Address**

1172Willie Harris drive  
Cairo, GA 39828

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**

Discussed SIDS and infant sleeping position.

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

**Comment**

Home does not provide swimming activities.

**Facility**

**290-2-3-.11 Physical Plant - Safe Environment(CR) Not Met**

**Finding**

290-2-3-.11(2)(a) requires the Home to have a written plan for handling emergencies, including but not limited to fire, severe weather, loss of electrical power or water, and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Home. The Home will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions. No Home personnel shall impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on observation that the provider was observed to be without a written emergency plan. The consultant emailed the provider the current written emergency plan document on this date.

**POI (Plan of Improvement)**

The Home Provider will complete a written plan for emergencies.

Correction Deadline: 6/12/2023

Recited on 6/12/2023

Correction Deadline: 12/24/2022

Corrected on 6/12/2023

The citation was observed to be corrected on 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) Technical Assistance

**Technical Assistance**

The consultant discussed with the provider to ensure trampolines are removed.

Correction Deadline: 6/22/2023

**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**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Per the provider no medication is currently dispensed at this time.

**Licensure**

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

**Comment**

Appropriate number of children observed in Family Child Care Learning Home on this date.

**Safety and Discipline**

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

**Comment**

Pleasant interactions observed between the provider and the child in care.

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

**Comment**

The provider does not provide routine transportation at this time.

**Staff Records**

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

**Comment**

The consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**290-2-3-.07 Staff Training** **Not Met**

**Finding**

It was determined based on a review of records that the provider did not have proof of 10 hours annual training for 2022.

**POI (Plan of Improvement)**

The Provider will complete the required training and will ensure any Employees or Provisional Employees complete the training. The Provider will develop a plan to ensure that any new Staff hired complete the training as required.

**Correction Deadline: 12/30/2022**

Recited on 6/12/2023

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<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)** **Met**

**Comment**

Appropriate ratios were observed on this date.

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

**Comment**

The Provider was observed directly supervising and being attentive to the needs of the children.