



Bridging the gap between child care providers and licensors through Professional Development

NARA Conference
September 12, 2017



Georgia Department of Early Care and Learning

Presenters

Dana Morrison

Child Care Services Director of Field Operations

Shawnell Johnson

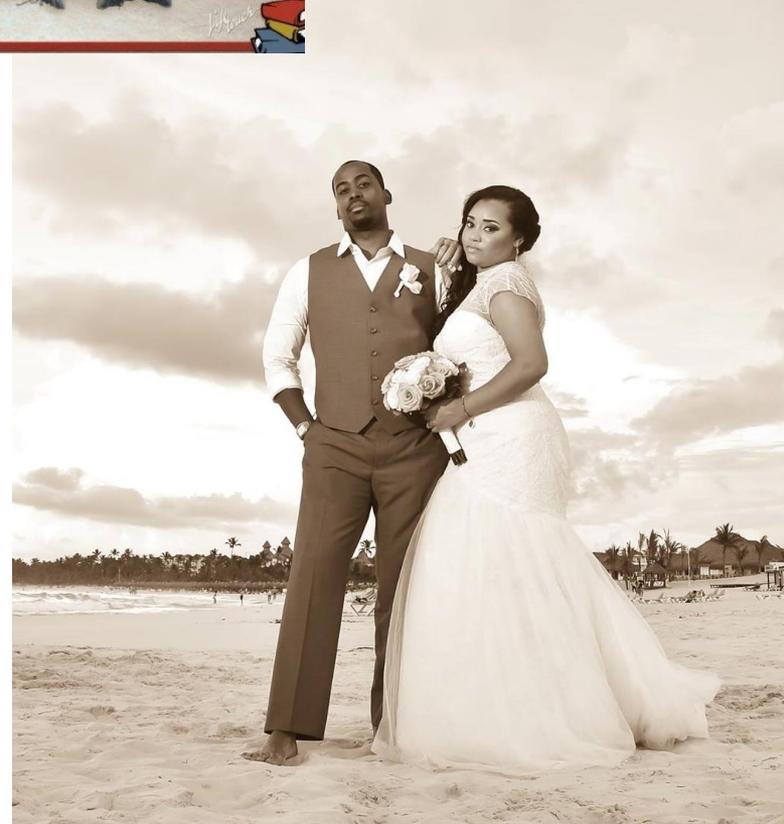
Quality Improvement and Training Manager



It's all
about
PRE-K



TWU
TEXAS WOMAN'S UNIVERSITY
DENTON DALLAS HOUSTON



FULL SAIL UNIVERSITY

Bright from the Start: Georgia Department of Early Care and Learning

www.decal.ga.gov



Licensing



MERCER UNIVERSITY

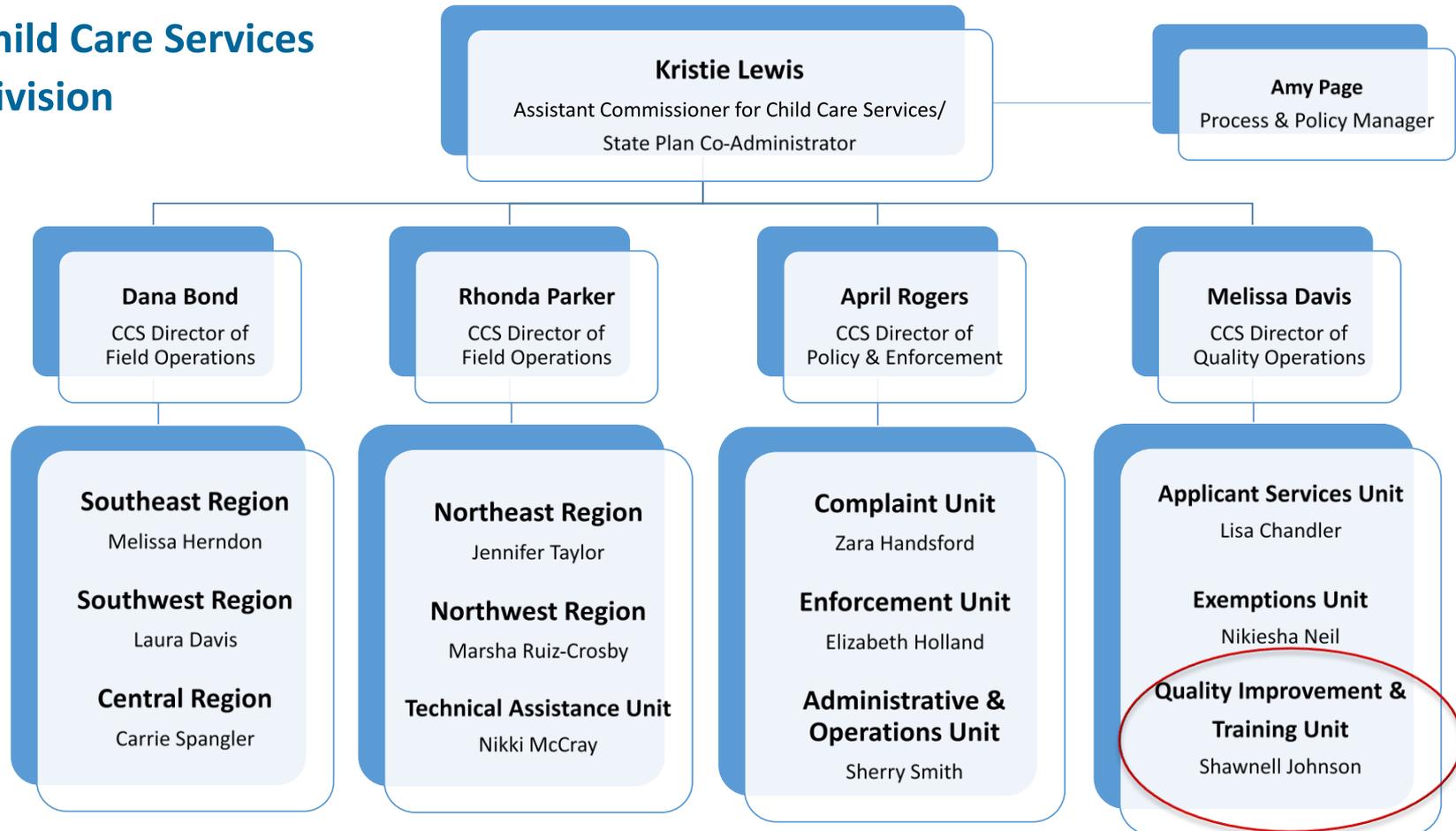


Bright from the Start: Georgia Department of Early Care and Learning

Session Overview

- In this session participants will learn how to provide internal technical assistance to licensing inspectors, develop a streamlined onboarding system, and create professional development activities to engage licensors.

Child Care Services Division



Revised 2/1/17

Quality Improvement & Training Unit

Est. 2012

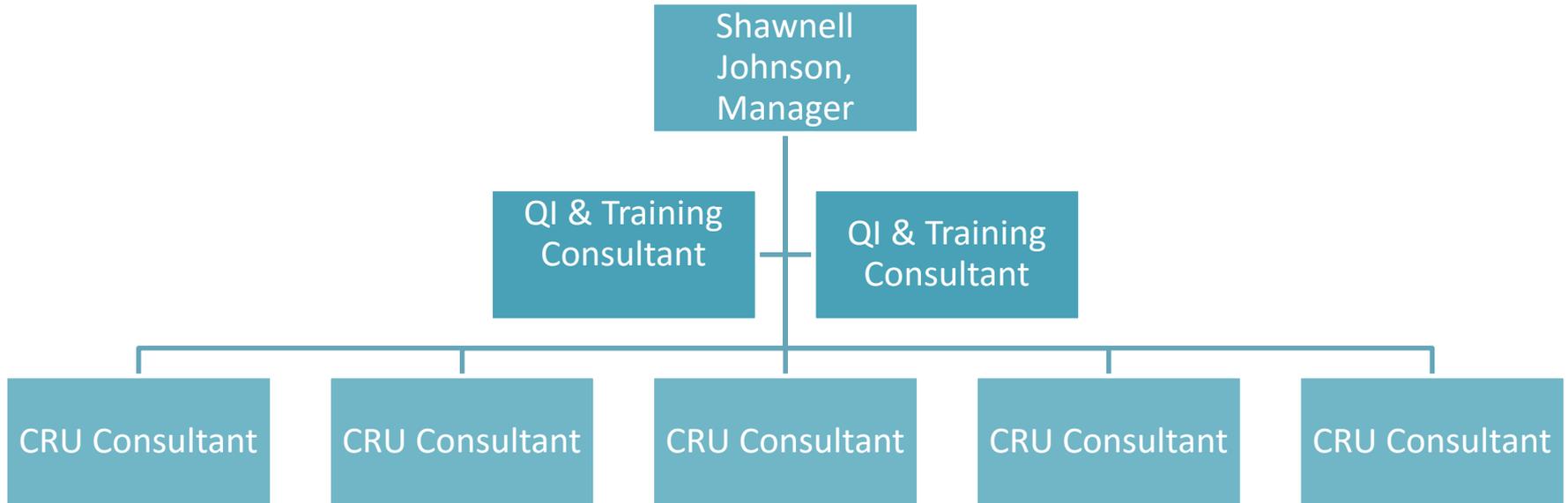
● **GOALS:**

- To assist with the development and delivery of training on rules and policies to Child Care Services (CCS) staff and child care providers.
- Provide effective internal technical assistance by:
 - coordinating onboarding activities for new hires,
 - supporting the regions by assisting with vacancies,
 - delivering professional development training for CCS, and
 - creating resources to develop clarifying and educational communications about rules and policies to CCS staff and child care providers.

● **How does unit goal relate to overall mission of the Department?**

The unit supports CCS consultants in delivering high quality visits to ensure child care providers are in compliance with rules and regulations and embedding national best practices to improve the quality of child care environments.

Current QI & Training Unit Structure



Priority in Training Development

Caring for Our Children - 10.3.5.1: Education, Experience and Training of Licensing Inspectors

- Prior to employment or within the first six months of employment:
 - Training in regulatory administration based on the concepts and principles found in the National Association for Regulatory Administration (NARA) Licensing Curriculum through onsite platform training or online coursework.
 - In addition, Staff should receive no less than forty clock hours of orientation training upon employment.



Examples of Training Development

Licensing Staff should receive no less than **twenty-four clock hours of continuing education each year**; covering the following topics and other such topics as necessary based on competency needs:

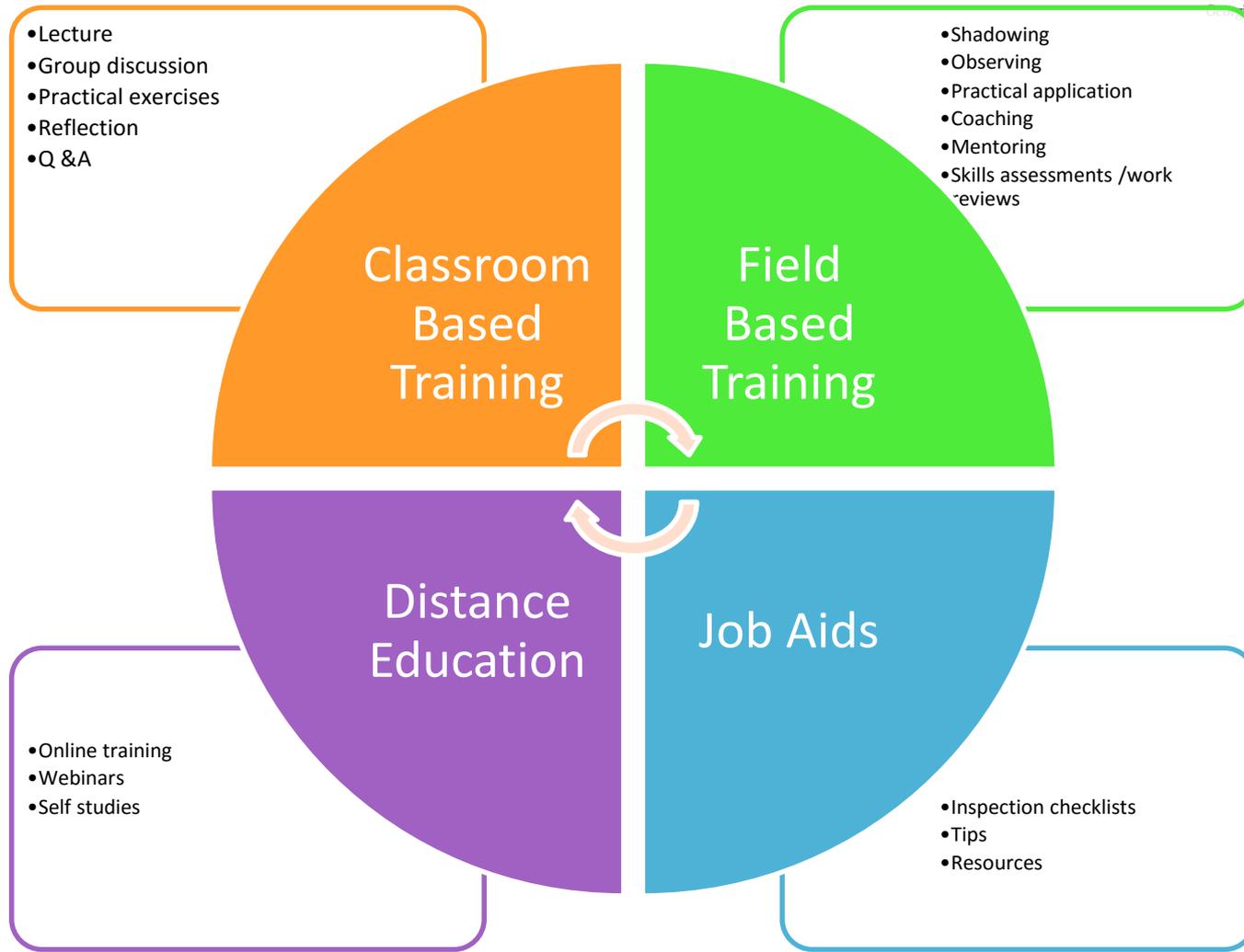
- The licensing statutes and rules for child care;
- Other applicable state and federal statutes and regulations;
- The historical, conceptual, and theoretical basis for licensing, investigation, and enforcement;
- Technical skills related to the person's duties and responsibilities, such as investigative techniques, interviewing, rule-writing, due process, and data management;
- Child development, early childhood education principles, child care programming, scheduling, and design of space;
- Law enforcement and the rights of licensees;
- Center and large or small family child care home management;
- Child and staff health in child care;
- Detection, prevention, and management of child abuse;
- Practical techniques and ADA requirements for inclusion of children with special needs;
- Exclusion/inclusion of children who are ill;
- Health, safety, physical activity, and nutrition;
- Recognition of hazards.



Caring for Our Children - 10.3.5.1: Education, Experience and Training of Licensing Inspectors

Methods of Delivery

Full 3-month CCS onboarding process



- **Combination of classroom and field based training**
 - Overview of CCS
 - CCS structure, business expectations, and tour of building
 - Role of the consultant- balancing authority with customer service
 - Rules and Regulations
 - Divided into six days and paired with field shadowing
 - Policies and Procedures
 - Visit conduct, processing work, amendments, and other business operations
 - Intake
 - Field shadowing
 - Assigned mentors used for coaching
 - Month one/two new hire shadows mentors and month three new hire leads inspection with mentor shadowing for support

Onboarding

- Technology Training
 - Laptop/tablet
 - Portable printer and scanner
 - Smart phone
 - Email
- Computer Programs
 - Internal database
 - Inspection tool
 - Calendar
 - Child care provider resources



Shawnell Johnson
CCS

Home Support

[Change Password](#) [Logout](#)

Provider Information

- Add Provider
- View Provider**
- Informal Providers
- Update CAPS Specialist

Owner

Owner Information

Comprehensive Background Check

- View/Update CBC
- Review CBC Letters
- CBC Email Notifications

Application Processing

New Application

- Family Child Care
- Child Care Centers
- Exemptions
- Waiver/Variance
- View/Update Application

Exemption Visits

View/Update Exemption Checklist

Email Management

- Email Notification Dashboard
- Sent Email Notifications
- DECAL KOALA Emails

Complaint Processing

- Add Complaint Intake
- View/Update Complaint Intake

Adverse Action

- Add Adverse Action
- View/Update Adverse Action

Verify Lawful Presence

- Verify Lawful Presence
- Email Notification Dashboard
- Sent Email Notifications
- Reports
- Search Affidavit Name

Reports

Standardized Reports

Rules

Search Rules

Administration

- Add User
- View/Update Users

View Provider Information

Mt. Pisgah Christian School - Early School Division
CCLC-3117

2850 Old Alabama Road
Alpharetta, GA 30022
(678) 893-5320

Additional Information

Administrator: Joyce Lenoir

Mailing Address

9820 Nesbit Ferry Road
Johns Creek, GA 30022

Operational Information

Months of Operation: Year Round
Days of Operation: M-F
Hours of Operation: 7:00 AM - 6:15 PM
Capacity: 344

Ages Served

- Infant (0 -12 months)
- Toddler (13 months - 2 years)
- Preschool (3 years - 4 years)
- Georgia's Pre-K (4 Years)
- School Age (5+)

Accreditations

- NECPA
- SACS
- MSAC
- Home of Merit
- IMC
- GACS
- NAFCC
- ACSI
- GAC
- APPLE
- NAC
- GPSAC
- NAEYC
- AMS
- Center of Distinction
- ELEA
- NLSA
- SAIS
- COA
- AMI
- Home of Distinction

Services Provided

- Accepts Child Care Subsidies (CAPS)
- After School Only
- CACFP
- Drop-In Care
- Evening/Night Care
- Head Start
- Religion-based
- School-age Summer Care
- SFSP

Transportation:

- To/From Home
- Afterschool Only (PM Only)
- Near Public Transportation
- Field trips
- To/From School
- Georgia's Pre-K Only
- On School Bus Route
- Before and after school

	Report Date	Arrival Time	Report Type	License Number	Published to Web
	04/11/2017	10:00 AM	Monitoring Visit	CCLC-3117	<input checked="" type="checkbox"/>
	11/08/2016	09:20 AM	Licensing Study	CCLC-3117	<input checked="" type="checkbox"/>
	09/28/2016	01:20 PM	Complaint Closure	CCLC-3117	<input checked="" type="checkbox"/>
	09/28/2016	01:20 PM	Incident Investigation & Follow Up	CCLC-3117	<input checked="" type="checkbox"/>

Dashboard <<

Dashboard Metrics Dashboard Search

Case Load Tasks

Q1: 7/1/2017 - 9/30/2017

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0
Late: 0

Task	#

Q2: 10/1/2017 - 12/31/2017

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0
Late: 0

Task	#

Q3: 1/1/2018 - 3/31/2018

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0
Late: 0

Task	#

Q4: 4/1/2018 - 6/30/2018

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0
Late: 0

Task	#

Reassigned Tasks

Q1: 7/1/2017 - 9/30/2017

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0

Task	#

Q2: 10/1/2017 - 12/31/2017

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0

Task	#

Q3: 1/1/2018 - 3/31/2018

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0

Task	#

Q4: 4/1/2018 - 6/30/2018

Unscheduled Task: 0
Scheduled Task: 0
Visits (In-Progress): 0
Visits (Completed): 0
Attempted: 0

Task	#

Case Load

Q1: 0
Q2: 0
Q3: 0
Q4: 0

Adjusted Case Load

Q1: 0
Q2: 0
Q3: 0
Q4: 0

% Case Load Completed

Q1: 0
Q2: 0
Q3: 0
Q4: 0

% Case Load Late

Q1: 0
Q2: 0
Q3: 0
Q4: 0

% Case Load Attempted

Q1: 0
Q2: 0

- Home
- Tasks
- Calendar
- Dashboard

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Aug 28	29	30	31	Sep 1	2	
Aug 28 - Sep 3	8:00am 8:45am Travel	7:10am 8:00am Travel	6:45am 8:10am Travel	8:00am Office:GeneralOffice	8:00am 1:00pm Office:General	
	8:45am Office:AdverseAction	8:00am 9:00am Office:General	8:10am 8:20am Break	10:00am Travel	1:00pm 5:00pm Other/Misc	
	12:00pm 1:00pm Lunch	9:00am 9:30am Travel	8:20am 8:50am Travel	10:50am Travel		
	1:00pm 3:00pm Training:Attend	9:30am 9:45am Visits:UNL-CI D	8:50am 1:45pm Visits:JointVisit	11:00am 3:30pm Visits:JointVisi		3
	3:00pm 3:45pm Travel	9:45am Travel	1:45pm 2:45pm Lunch	3:30pm 3:40pm Travel		
	3:45pm 5:00pm Office:Accident/	10:05am 2:30pm Visits:MV Due D	2:45pm 2:55pm Travel	3:40pm 4:30pm Travel		
	2:30pm 2:55pm Travel	2:55pm 4:30pm Visits:LS Due Dat	4:30pm 5:00pm Lunch			
4	5	6	7	8	9	
Sep 4 - Sep 10	Labor Day	5:45am 6:30am Travel	8:00am Travel ; :None	12:00am 3:01am Visits:LS Due D	12:00am 2:01am Visits:LS Due Da	
		6:30am Visits:Field-Other Due Dat	10:00am Break ; :None	12:00am 2:01am Visits:LS Due D	12:00am 2:01am Visits:LS Due Da	
		11:30am Travel	10:10am Travel ; :None			10
		12:15pm 1:00pm Office:General	10:20am 1:45pm Visits:MV Due D			
		1:45pm 2:10pm Travel ; :None				
		2:10pm 4:00pm Visits:MV Due Dat				
11	12	13	14	15	16	
Sep 11 - Sep 17	8:00am 5:00pm Intake	12:00am 2:31am Visits:MV Due D	12:00am 3:01am Visits:LS Due Da	8:00am 5:00pm Office:GeneralOffi		
		12:00am 2:01am Visits:LS Due Da	8:30am Training:Attend			17
18	19	20	21	22	23	
Sep 18 - Sep 24	12:00am 2:31am Visits:MV Due D	12:00am 2:31am Visits:MV Due D	12:00am 2:31am Visits:MV Due D	12:00pm 2:00pm Meetings:Othe		
						24

Date	Facility	Task	Comments	CreatedBy
9/11/2017		Intake	Shadow Debbie K.	Neil Todorova
9/13/2017		Training-Attend	QualityRated Orientation training	Neil Todorova
9/21/2017		Meetings-Other	CRU-meeting with Shawnell	Neil Todorova

Visits



- Forms
 - Inspection Results
 - Staff Records
 - Child Records
 - Ratio Capacity
- Chapters
 - Activities and Equipment
 - Children's Records
 - Facility
 - Food Service
 - Health and Hygiene
 - Organization
 - Policies and Procedures
 - Safety

Provider Information

License #:

Name:

Address:

City: State: Zip:

County: Phone:

Cell: Fax:

Email:

Visit Information

Date: Purpose:

Arrival Time: Departure Time:

Status: Facility Type:

Consultant: Publish To Web

Joint With:

Completed Date: Modified Date:

Last Sync Date: Attempted Visit

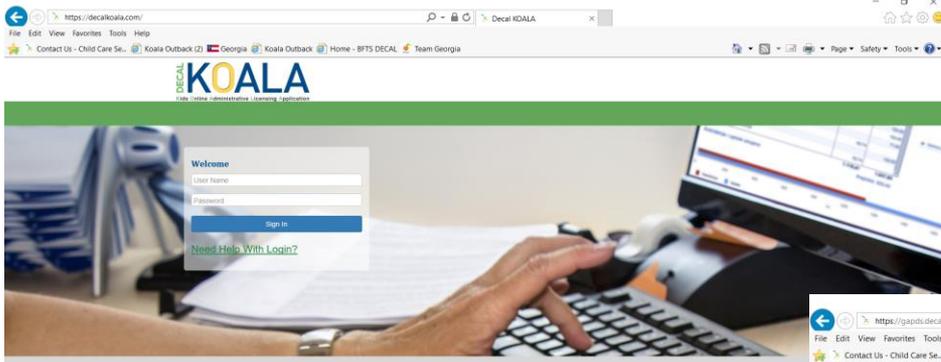
Complaint Information

Publish Complaint / Incident To Web

Category: Complaint Status: Complaint Closure Date:

Activities and Equipment

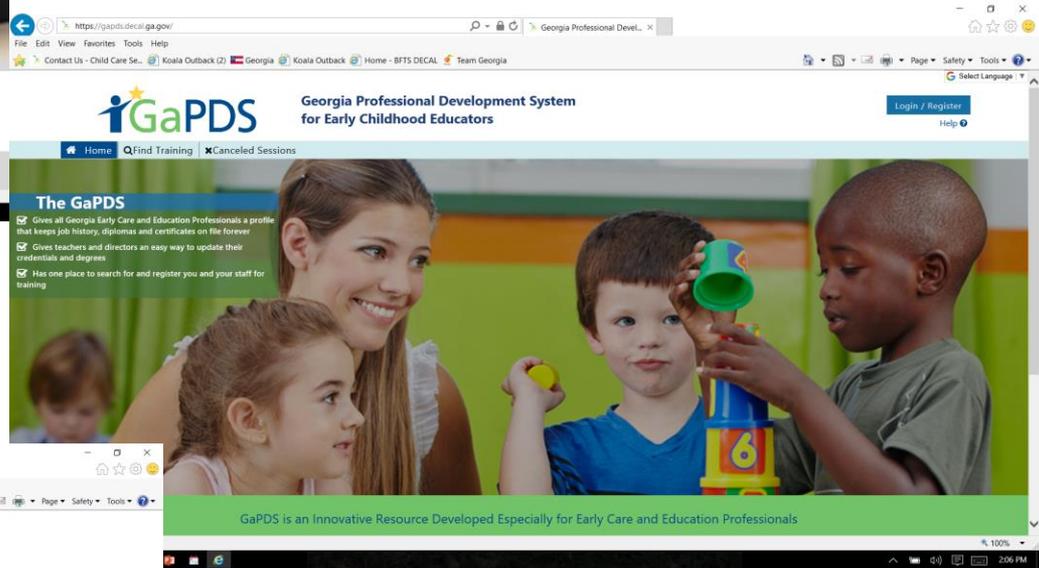
Chapter	Compliance
▶ Activities 591-1-1-.03	Met
Equipment & Toys 591-1-1-.12(CR)	Met
Swimming Pools & Water-related Activities 591-1-1-.35(CR)	Met



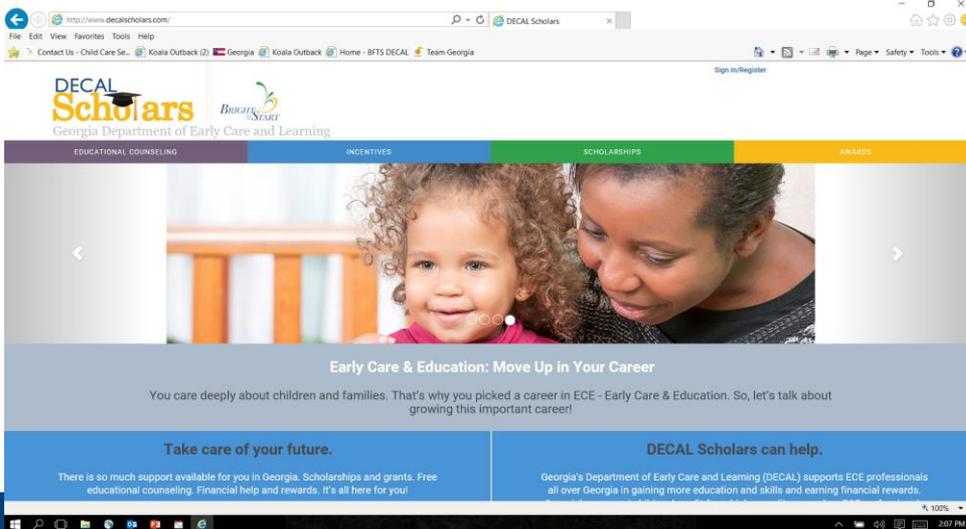
Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs and registered support centers. When you activate your DECAL KOALA account, you can sign in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to decalkoala@decal.ga.gov

[Frequently Asked Questions](#) [Legal Notice](#) [Resources](#)



GaPDS is an Innovative Resource Developed Especially for Early Care and Education Professionals



Bright from the Start: Georgia Department of Early Care and Learning

www.decal.ga.gov

Specialty Training Onboarding Topics

- Safe Sleep and SIDS prevention
- Transportation safety and child passenger safety restraints
- Criminal Background Check policy
- Principles of Documentation
- Playground evaluation and national best practices
- Compliance and enforcement system
- Adverse actions
- ADA requirements and inclusion overview
- Complaint investigations
- Organizational skills and time management
- Technical assistance system
- Variances, waivers, and licensing exemptions
- Georgia's QRIS overview (Quality Rated)
- Georgia's Early Learning and Development Standards overview (GELDS)

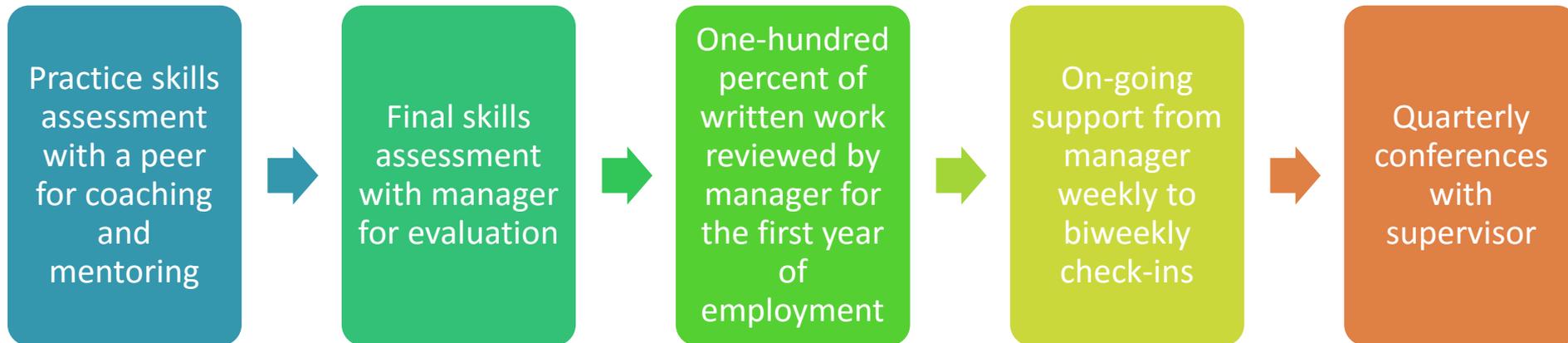
Distance Education

- Case studies for rule application
 - Practice rule interpretation using guide
- Rule search activities
 - Practice writing citations and plans of improvement
- Health and safety orientation online course
- Child abuse and neglect online course
- Transportation safety online course
- Integrity and security online course

<p>February 2017 Tamara Thomas – NE</p>		<p>1 Atlanta Orientation Day 1 with HR</p>	<p>2 Atlanta Orientation Day 2</p>	<p>3 Home office: set up home office, finish any HR paperwork, review CCLC rule books.</p>  <p>Georgia Department of Early Care and Learning</p>
<p>6 Intro to CCS w/ Rachel Fowler 10:00 – 3:00 Atlanta, 8th floor, Willow</p>	<p>7 CCLC core rules Day 1 w/ LaKeyshia Tucker 9:30-3:30 Atlanta, 8th floor, Cypress</p>	<p>8 NE- Regional Meeting</p>	<p>9 CCLC core rules Day 2 w/ LaKeyshia Tucker 9:30-3:30 Atlanta, 8th floor, Willow</p>	<p>10 Home office: print tip of the weeks, review FCCLH rule books, complete CCLC rule search activity</p>
<p>13 Ethics Training</p>	<p>14 Home office: complete and submit travel, emails, complete FCCLH rule search activity</p>	<p>15 Shadow CCLC & FCCLH visits</p>	<p>16 Shadow CCLC & FCCLH visits</p>	<p>17 Shadow CCLC & FCCLH visits</p>
<p>20 FCCLH Core Rules w/ Rachel Fowler 10:00-3:00 Atlanta, 6th floor, Spruce</p>	<p>21 Shadow FCCLH & CCLC visits</p>	<p>22 Shadow FCCLH & CCLC visits</p>	<p>23 Shadow FCCLH & CCLC visits</p>	<p>24 Home office: complete health and safety orientation online training module</p>
<p>27 FCCLH Non-Core Rules w/ Rachel Fowler 10:30-3:00 Atlanta, 6th floor, Spruce</p>	<p>28 Shadow CCLC & FCCLH visits</p>	<p>1 Koala Visits Training w/ Coty Johnson 9:30-3:30 Atlanta, 8th floor, Laurel</p>	<p>2 Policies & Procedures w/ Carrie Spangler 10:00-3:00 Atlanta, 6th floor, Spruce</p>	<p>3 Home office: complete FCCLH rule search activity</p>

May	16 Orientation Day 1	17 Orientation Day 2	18 Intro to CCS w/ Rukiya Thomas 10:00-3:30 Columbus Public Library 3000 Macon Rd, Columbus	19 Home Office – finish any outstanding HR paperwork, set up home office, start reviewing CCLC rules and regulations, and reflect on information from Intro to CCS training
22 Child Care Learning Center (CCLC) core rules Day 1 training w/ Lacey Lewis 10:00-3:30 Washington Memorial Library, 1180 Washington Ave, Macon 2 nd floor	23 Shadow field visits with mentor consultant CCLC visits	24 CCLC core rules Day 2 training w/ Lacey Lewis 10:00-3:30 Washington Memorial Library	25 CCLC non-core rules w/ Rukiya Thomas 10:00-3:30 Columbus Public Library	26 Home Office - Complete rule search activity for CCLC
29 Holiday	30 Koala Visits Training w/ Coty Johnson 9:30-3:30 Atlanta, 8 th floor, Laurel	31 Shadow field visits with mentor consultant CCLC visits	June 1 FCCLH Core rules w/ Lacey Lewis 10:00 – 3:30 Washington Memorial Library	2 Home Office- Complete rule search activity for FCCLH
5 Shadow field visits with mentor consultant FCCLH visits	6 Enforcement & Compliance w/ Elizabeth Holland 9:30-12 pm Technical Assistance w/ Shannon Carroll 1:00-4:00 pm Atlanta, 6 th floor, Magnolia	7 Amendment training w/ Carrie Spangler 10-3:30 Atlanta, 8th floor, Laurel	8 FCCLH non-core rules w/ Rukiya Thomas 10:00-3:30 Columbus Public Library	9 Home Office- Complete online health and safety orientation course

Assessing Skills and Providing Feedback



III. Exit Interview

1. Exit interview was conducted with provider according to policy.
2. All deficiencies were discussed and provider's input was included in the plan of improvement.
3. Communicated findings in clear, precise manner.
4. Reasonable time frames for correction of deficiencies were mutually established and noted on proper form.
5. When indicated, consultant provided appropriate technical assistance and resource material.
6. Obtained Director's signature and left copy in center.

Skills:

Planning

Organizing

Inspecting

Evaluating

Decision Making

Communicating:

Oral

Listening

Written

Interpersonal relationships

Motivation

Follow through

VI. Performance Improvement Goals:

Conference Date: _____

Copy of Assessment given to Consultant Date: _____

Next Conference

Date: _____

Comments:

Georgia's Lessons Learned

- A specialized unit alleviated the pressure of dual roles for licensing staff.
- Principals of adult learning must be used to reach all learners.
- Allowing new hires to provide feedback after the completion of onboarding through a survey improved the process.
- Professional development must continue after onboarding.

Professional Development

- Sharpens the tools in their toolbox
- Professional competency
- Gives new possibilities, strategies, and knowledge
- Makes them feel valued

Professional Development Resources

- Internally
 - Indicator manual
 - Tips of the Week (TOW)
 - Professional Development Days
 - Informational Webinars
 - Forms, checklists, and other job aids
- Externally
 - Indicator Manual
 - Tips of the Month (TOM)
 - Free Trainings
 - Webinars
 - Forms

Indicator Manual

- Consistency in determining compliance
- Intent of the rule
- Rule Clarification
 - Why it is important
- Indicators
 - How the rule will be evaluated
- Things to consider
 - Tips
 - Best practices

591-1-1-.17 Hygiene

(3) Children's Personal Items. Children's combs, toothbrushes and cloth towels shall be kept clean.

Rule Type: Non-Core Rule

Intent

To prevent the spread of infection by ensuring that sanitary procedures are used with children's personal articles.

Clarification

Lice, scabies, and ringworm are common infectious diseases in child care and can be transmitted by sharing personal articles such as combs, towels, clothing, and bedding. Keeping these items clean and providing space for personal items to be stored separately helps prevent the spread of disease.

In child care programs where tooth brushing is an activity, each child should have a personally labeled, soft toothbrush of age-appropriate size. No sharing or borrowing of toothbrushes should be allowed. After use, toothbrushes should be stored on a clean surface with the bristle end of the toothbrush up to air dry in such a way that the toothbrushes cannot contact or drip on each other and the bristles are not in contact with any surface. Storage racks and devices used to hold toothbrushes should be labeled and disinfected as needed. When a toothbrush becomes contaminated through contact with another brush or use by more than one child, it should be discarded and replaced with a new one.

Indicators

- ✓ Observe the storage of children's personal items. Check to ensure these items are stored separately and are labeled with the child's name.
- ✓ Ask staff about the cleaning procedures for children's personal items.

Things for child care programs to consider:

- Replace toothbrushes every three to four months or sooner if the bristles become frayed.
- Schedule times when children's personal items will be sent home to be cleaned before being returned to the center.
- Keep toothpaste out of children's reach and follow the use instructions on the tube/container. Ensure that toothpaste has been approved for children's use.
- Provide individual and separate storage spaces for children's personal items. Storage spaces should not be shared between children, and children's personal items should not touch the items of other children in neighboring storage spaces. This also applies to children's coat hooks.

Tip of the Week (TOW)

- Weekly communication
 - Rule guidance
 - Policy clarification
 - Thoughtful quotations
 - Self-motivation ideas
 - Professionalism
- Quality Improvement Unit sends out the TOW
- Managers, Coordinators, and Consultants contribute to the TOW.

GUIDANCE FOR USE OF POTTY CHAIRS



Potty chairs carry distinct risks to the child care environment. Since potty chairs are one of the places where germs which cause disease are most likely to live and spread, the equipment must be handled with extreme care and attention to sanitation. Potty chairs must be used and stored in the bathroom, and emptied, cleaned and disinfected immediately after each use. Staff should follow the manufacturer's instructions for the type of disinfectant used (i.e., bleach or commercial product).

Consultants should look for the following:

- Observe the location and children's use of potty chairs (if applicable).
- Ask staff to describe how and when potty chairs are cleaned.
- Observe potty chairs to ensure they are empty and clean when not in use.
- Observe to ensure that sinks are disinfected after each use (i.e., if a sink is used to clean and disinfect the potty chair).

Tips to share with providers:

- Use potty chairs constructed of plastic or similar nonporous synthetic products. Wooden potty chairs are not recommended, even if the surface is coated with a finish. The finished surface of wooden potty chairs is not durable and may become difficult to wash and disinfect effectively.
- Store potty chairs in an area of the bathroom that is not accessible to children. Potty chairs should be accessible to children only under direct supervision.

For questions about potty chairs, please contact your Manager or Coordinator.

For all rule guidance questions, please email the Quality Improvement Unit at CCSOI@dec.al.ga.gov.

Effective E-mail Etiquette



Writing skills are just as important in electronic format as in written paper communication. It is important to take an extra moment to review and organize your thoughts before keying them onto the computer screen and pressing the “send” button. Here are some effective e-mail etiquette tips:

General E-mail Etiquette

- ✓ Keep e-mails professional—they are subject to Open Record requests.
 - Know when to communicate by telephone. Sometimes providing the best customer service internally and externally means picking up the phone rather than sending an email.
 - Here are some examples of when to communicate by telephone:
 - When providing rule clarification to a provider
 - When the e-mail exchange continues to go back and forth
 - When giving advice to a coworker
 - When explaining an unusual circumstance to your manager
- ✓ Type e-mails without using all caps (it can come across as shouting at the recipient). Try to avoid relying on formatting for emphasis; rather choose the words that reflect your meaning instead.
- ✓ Read each e-mail carefully to ensure that you understand the content and the intent of the e-mail. If you are not sure ask your manager for clarification to avoid unnecessary misunderstandings.
- ✓ Proof read your e-mail and check for grammar, spelling, or typographical errors.

Preparing for and Coping with a Power Outage



Many of us were recently affected by Hurricane Matthew. The damaging winds and rain caused power outages, flooding, property damage, and loss of life. Below you will find information that will help you prepare for and cope with the loss of power. Contact your supervisor if you lose power for several days or have damages to your home during a storm and seek guidance regarding work arrangements.

PREPARE:

To help preserve your food during a power outage, keep the following supplies in your home:

- One or more coolers - Inexpensive Styrofoam coolers work well.
- Ice - Use the ice to surround your food once you've placed it in a cooler. This will keep the food colder for a longer period of time during a prolonged blackout.
 - Helpful tip – Your washing machine can be used as a cooler. The metal wash tub will keep ice from melting. Once the power is restored, the ice will drain out of the washing machine with no mess for you to clean up.
- A digital quick-response thermometer - Use the thermometer to quickly check the internal temperature of food items to ensure the items are cold enough to use safely.

In case of a prolonged or widespread power outage, put together an emergency preparedness kit with these supplies:

- Water - one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
 - Helpful tip – Fill your bathtub with water. This water can be used to flush toilets, to wash hands, for light cleaning, etc.
- Food - non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
- Flashlights (Do not use candles during a power outage due to extreme risk of fire.)
- Extra batteries
- First aid kit
- Medications (7-day supply) and required medical items
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, deed/lease to home, birth certificates, insurance policies)

Tips of the Month (TOM)

- Clarification on rules and regulations
 - Rule guidance manuals
 - TOW to consultants
- Access them on Department website
 - Print
 - Share
- Email notification

Potty Chairs

Child Care Learning Centers: 591-1-1-.17(10) – Potty Chairs. If used, toilet potty chairs shall after each use be emptied by disposal in a flush toilet, cleaned with a disinfectant, and stored in the bathroom. If a sink is used, the sink shall also be disinfected.

Family Child Care Learning Homes: 290-2-3-.11(1)(i) – If used, toilet potty chairs shall after each use be emptied by disposal in a flush toilet, cleaned with a disinfectant, and stored in the bathroom. If a sink is used, it shall be disinfected after each use.

Rule Type:
Non-Core Rule

Intent of the Rule

To prevent the spread of infection and protect the health and safety of children.

Clarification

Potty chairs carry distinct risks to the child care environment. Since potty chairs are one of the places where germs that cause disease are most likely to live and spread, the equipment must be handled with extreme care and attention to sanitation. Staff should follow the manufacturer's instructions for the type of disinfectant used (i.e., bleach or commercial product).

Indicators

- ✓ Child care program staff must empty potty chairs by disposal in a flush toilet, clean them with a disinfectant, and store them in the bathroom.
 - Note: Potty chairs must be emptied, cleaned, and disinfected immediately after each use. Staff must disinfect the potty chair any time an unclothed child sits on it whether or not the child uses the potty.
 - Reminder: Potty chairs must only be used in the bathroom.
 - TIP: Use potty chairs constructed of plastic or similar nonporous synthetic products. Wooden potty chairs are not recommended, even if the surface is coated with a finish. The finished surface of wooden potty chairs is not durable and may become difficult to wash and disinfect effectively.
 - Recommendation: Store potty chairs in an area of the bathroom that is not accessible to children. Potty chairs should be accessible to children only under direct supervision.

- ✓ Child care program staff must disinfect the sink when used to clean and disinfect potty chairs.
 - TIP: After the potty chair is used, the contents of the potty chair should be emptied into the toilet before being cleaned and disinfected using the bathroom sink.
 - Note: Since fecal material can contain bacterial and viral germs, the sink must be thoroughly cleaned and disinfected to prevent cross contamination when staff and/or children use the sink for handwashing and other purposes.



/ Child Care Services / Bulletins/Webinars



- Child Care Services
- About Child Care Services
- Bulletins/Webinars**
- Change of Ownership
- Child Care Location Search
- Child Care Programs
- Child Care Resource & Referral System
- Choosing and Searching for a Program
- Contact Child Care Services
- Criminal Records Check
- Enforcement Actions
- Exemptions
- FAQ
- Georgia Early Learning and Development Standards
- DECAL KOALA
- License Fee Information
- Professional Learning
- Provider Resources
- Refutation Information
- Rules and Regulations
- Starting A Child Care Program
- Support Center
- Training Requirements
- Useful Links

PROVIDER BULLETINS / E-MAIL ALERTS / WEBINARS

Child Care Services periodically sends out information to providers in the form of Provider Bulletins, E-mails and Webinars. This webpage is a collection of information that has been shared with providers.

Provider Bulletins contain information pertaining to children's health and safety.

E-mails contain information that was sent out to providers for their immediate attention.

Webinars are training tools that providers attend via the internet. The following tabs contain archives of information that has been sent out to providers.

- Provider Bulletins
- E-Mail Alerts
- Webinars
- Tips of the Month**
- Newsletters

- August 2017 Storage of Medication Tip
- July 2017 Potty Chairs
- June 2017 Children's Handwashing
- May 2017 Activities for Children Under Three
- April 2017 Toys for Children Under Three
- March 2017 Tables and Chairs Tip
- February 2017 Diapering Hygiene Tip
- January 2017 First Aid and CPR Training Requirements Tip
- December 2016 Cots and Mats Tip
- November 2016 Animals Tip
- October 2016 Variety of Activities Tip
- September 2016 Lesson Plans Tip
- August 2016 Schedules Tip

- (10) **Potty Chairs.** If used, toilet potty chairs shall after each use be emptied by disposal in a flush toilet, cleaned with a disinfectant, and stored in the bathroom. If a sink is used, the sink shall also be disinfected.

GUIDANCE

Potty chairs should be emptied immediately after use, cleaned and sanitized prior to storage or reuse.

Before assuming responsibility for administration of medicine, facilities must have clear and accurate written instruction from the parent.

591-1-1-.20 Medications.

- (1) **Parental Authorization.** Except for first aid or authorized under Georgia law, Personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

GUIDANCE

Purpose is to ensure that children receive proper dosage of prescribed and over the

FCLLH CORE RULE REFERENCE CHART

Family Child Care Learning Home Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
<p>Overcrowding/ Requirements for Applications & Licenses 290-2-2-3-.04(1)(d)</p> <p>Observe # of children in Home during the visit, statement of provider or other documentation such as CAPS or food sponsor roster; Must observe related documentation (i.e. no comp forms) and/or two additional hours of care approval letter</p>							
<p>.04(1)(d) - A person that cares for more than 6 children for pay, related or unrelated, shall make application for a CCLC license</p>	Never	Never	If planning to serve more than 6 unrelated children for pay in the future	7-8 children present outside of the two hour allowed period (additional children must be 3 years and older)	7-8 children present outside of the two hour allowed period (additional children must be under 3 years of age) OR 9-12 children present	13 or more children present regardless of relationship or pay status	Incident resulting in death, extreme or permanent injury
<p>Supervision 290-2-3-.07(13)</p> <p>Observe for adequate supervisor; Staff members are physically present in or near the area and able to supervise all children</p>							
<p>.07(13) - Supervision shall be maintained at all times</p>	If no children are present	Never	If Staff observed not circulating; Short term limited visibility (i.e. room dark at naptime) *If TA documented on previous visit, move to Low Risk	Brief break in watchful oversight (excluding adult restroom breaks or stepping away to answer the door)	Supervision citation with or without an incident and/or injury with no medical attention or with medical attention as a precaution (i.e. children sleeping behind a closed door, Provider going outside without the children, leaving the children alone, or going to a different level of the Home)	Supervision citation with an incident and/or injury requiring professional medical attention OR could be seriously detrimental to the child(ren)	Incident resulting in death, extreme or permanent injury

CCLC Rules

Facility: _____ Date: _____
 Arrival: _____ Departure: _____
 Facility Update Completed: Yes or No Enforcement & Compliance Discussed: Yes or No
Core Rules **Highlighted CCDF Requirement**



Rule Number	C	NC	Activities	Comments
591-1-1-.03(1)			Activities Not Age Appropriate/Varied; Teaching methods not varied	
591-1-1-.03(2)			Lesson Plans inadequate; no routines for children	
591-1-1-.03(3)			Activities inclusive for all children	
591-1-1-.03(3)(a)			Activities Not Varied	
591-1-1-.03(3)(b)			Confining Equipment > ½ hr; No tummy time	
591-1-1-.03(3)(c)			No Outdoor Play	
591-1-1-.03(3)(d)1			No/Adequate Individual Attention	
591-1-1-.03(3)(e)			Activities detrimental to children	
591-1-1-.03(3)(f)2			Supervised nap/rest period	
591-1-1-.03(3)(f)3			Quiet activities	
591-1-1-.03(3)(g)			No schedule of routines/activities; Schedule not followed	
591-1-1-.03(3)(h)			Inappropriate Use Of Media	

Rule Number	C	NC	Equipment and Supplies	Comments
591-1-1-.12(1)a			Equipment used in safe manner	
591-1-1-.12(1)b			Equipment used as directed	
591-1-1-.12(2)			Equipment not age-appropriate	
591-1-1-.12(2)a			Hazardous/Broken equipment/toys	
591-1-1-.12(2)b			Dirty equipment/toys	
591-1-1-.12(2)c			Placement – unsafe/restrict movement	
591-1-1-.12(2)d			Unsecured equipment/furniture	
591-1-1-.12(3)			Toys/play materials not accessible; No variety/not age-appropriate equipment	
591-1-1-.12(4)(a-e)			Toys for young children unsafe	
591-1-1-.12(5)			Table space and chair/bench not provided for each child	

Rule Number	C	NC	Swimming Pools and Water Related Activities	Comments
591-1-1-.35(2)			Swimming or Wading Pool Accessible To Children	
591-1-1-.35(3)			Inadequate Staff:Child Ratio- Water more than 2 Ft. Deep	Under 2 ½ Yrs = 1:2 2 ½ - 4yrs = 1:5
				4Yr+ = 1:6 Cannot Swim 15ft. unassisted 4Yr+ = 1:8 Can swim 15ft unassisted
591-1-1-.35(3)			Exceeded 1:6 Ratio-No Swim Test On file	
591-1-1.35(3)			Water Over 2'-No Qualified Lifeguard	

Purpose of Professional Development Days

- Protected time
- Rapport with staff and management
- Team building
- Enhancement of skills
- Enhance professional competency
- Refresher training
- Meaningful discussions

Community Agreement:

What characteristics does your manager demonstrate?

Take Aways:

Introduction notes:

Doodles



What characteristics do you demonstrate as a manager/coordinator?

What do you see are our professional development needs to build trust and to create an environment in which there is more effective communication?

In what areas do I personally/professionally need to grow?

Never Leave Your Child Alone in a Car Heatstroke Campaign



Working together to raise awareness and save lives.

SAFE
K:DS
WORLDWIDE™

1

CORE

VALUES

D

Delivering stellar customer service

We are committed to providing stellar customer services by listening to everyone who contacts DECAL, by fulfilling our commitments, by working to resolve challenges, and by giving each customer a positive experience.

E

Exhibiting organizational excellence

We are committed to maintaining a workplace where staff can reach their full potential and can achieve an appropriate work- life balance while developing culturally competent practices and cultivating continuous quality improvement for all business operations.

C

Creating positive relationships

We are committed to building and maintaining positive relationships with families, child care programs, communities and all early learning stakeholders to “move the needle” forward for early learning environments.

A

Always valuing others

We are committed to valuing each other and all citizens of Georgia by fostering a culture that embraces diversity, seeks to be understanding, and exercises intentional kindness.

L

Leading the way

We are committed to exemplifying leadership qualities at all organizational levels and to leading the nation in early education.

Enhancing Individual Professional Development

- Professional development plans are connected to the annual performance evaluation.
 - Self-assessment
 - Goal setting
- Licensing staff have opportunities to participate in workgroups, committees, and professional training outside of licensing.
 - CCS Consultant Advisory Group
 - Test group for new software or technology enhancements
 - Workgroup to revise policy or create resources
 - Cross-divisional peer networking
 - Program for Infant Toddler Care (PITC)
 - Professional Learning Communities Facilitator Training
 - Professional conference (NAEYC, Zero to Three, Headstart, etc.)

Georgia's Lessons Learned

- Licensing staff need a variety of opportunities to engage professionally.
- Professional development is on-going and time should be allocated towards it outside of staff meetings.
- Managers and frontline staff should have frequent discussions around professional development goals and needs.
- Professional development is unique for each employee. There is not a “cookie-cutter” model.

How did we bridge the gap?

Talmadge Memorial Bridge- Savannah, Ga



Transparency with Child Care Providers

- Transparency of rule interpretation
 - Indicator manual
 - Core rule reference chart and rule guidance manual
 - Tips
 - Forms and checklists
- Provider feedback
 - Customer service survey
 - Refutation system



Sign up Today!

www.qualityrated.decal.ga.gov

Any Licensed Program Eligible to Participate

Free Approved Training

Free Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: QualityRated@decal.ga.gov or Call: 855-800-7747

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.

- 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)

Expanded Communication Avenues

- Community Meetings
 - In-person and webinars
- CCS Newsletters
- Email Alerts
- DECAL Social Media Outlets



Georgia Department of
Early Care and Learning



Georgia Department of Early Care and Learning



Contact Us

Child Care Services August 2017 Newsletter

Greetings Child Care Providers,

Where did our summer go?! By now, most of the schools in your area are probably back in full swing. While the majority of child care facilities don't close for the summer, the "back to school" time is still exciting and busy. You may be transitioning children or teachers to new classrooms, enrolling new afterschool students, or rearranging/ updating your classrooms for the year ahead.



If you have any questions as you make changes to your program/classrooms, please don't hesitate to reach out to your licensing consultant for guidance. You may also call the "Consultant of the Day" at 404-657-5562. We are here to support you in operating an effective and educational environment that is healthy and safe for the children you serve.

The CCS staff and I hope you have a fantastic school year ahead!

All the best,



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334
(404) 656-5957



Georgia Department of Early Care and Learning

Nathan Deal
GOVERNOR

Amy M. Jacobs
COMMISSIONER

August 9, 2017

Dear Child Care Provider:

During the afternoon of Monday, August 21, 2017, a total solar eclipse will sweep across the continental U.S., beginning in Oregon and ending in South Carolina. Part of north Georgia is in the path that will experience total eclipse, that is, the moon will pass directly between the sun and the earth.

The last time an eclipse touched both American coasts was in 1918. Eclipse enthusiasts say this phenomenon is one of the [most spectacular sights in nature](#).

While this is an exciting and a wonderful opportunity to educate children on this phenomenon, it is also important that we focus on safety.

NASA has established an informational website for this event at <https://eclipse2017.nasa.gov/>. A variety of activities and resources can be found on this site. Below is a helpful safety resource provided on the website.

As you plan activities for this event, consider the ages and development levels of the children to ensure their safety. Some public libraries are offering free solar eclipse glasses; check with your local branch for availability.

If you have any questions about how children can/should witness this rare event safely, contact your Child Care Consultant or call our intake line at 404-657-5562.

As always, thank you for the work you do each day to ensure Georgia's youngest learners are safe and healthy.

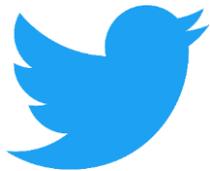
Sincerely,

Kristie Lewis
Assistant Commissioner for Child Care Services

Social Media



Bright From the Start: Georgia Department of Early Care and Learning



@GADeptEarlyCare



BrightFromTheStart



CALi From
DECAL



@CommJacobs

facebook

Sign Up

Email or Phone

Password

Log In

Forgot account?



Watch Video

Like

Share

...

Message

Bright from the Start: Georgia Department of Early Care and Learning @brightfromthestart

- Home
- About
- Photos
- Reviews
- Videos
- Events
- Posts
- Community

Create a Page

Bright from the Start: Georgia Department of Early Care and Learning 4 hrs · 🌐

Teaching is a profession, not a job! There are over 67,000 birth to five teachers in Georgia today providing quality learning experiences that support the growth and development of our children. We want to hear from you. "Why did you choose to become an early learning professional?" #workforcewednesday



Like

Comment

Search for posts on this Page

Visitor Posts



Jewell Moore August 27 at 10:38pm 🌐

📄 <https://qualityratedpsn.eventbrite.com>

Like Comment Share



CALi from DECAL August 25 at 1:34pm 🌐

Like Comment Share



Tonya Payne Smith August 23 at 10:39am 🌐

📄 Students from Summerville Pre-K used costumes and a globe to demonstrate the solar eclipse.

7 Likes

Like Comment Share



Georgia Department of Early Care and Learning



Instagram

Search

Get the app

Sign up | Log in



brightfromthestart

Follow

613 posts 874 followers 25 following

Bright from the Start Georgia's Pre-K Program, licenses child care, administers federal nutrition programs, and manages Quality Rated. m.youtube.com/watch?v=C8vONlyc9jc&feature=youtu.be



Sign up to see photos and videos from your friends.

FORMS



- Pre-K
- Child Care Learning Center**
- Family Child Care Home
- CACFP
- SFSP

Emergency Preparedness

These are Emergency Preparedness documents related to Child Care Learning Center programs. Centers may develop their own forms that meet all the requirements of the rules and regulations.

[Emergency Response Plan](#)

[Child Care Learning Center Emergency Plans Template](#)

[Emergency First Steps - Response Aid](#)

Child Development Forms

These are Developmentally Appropriate Lesson and Daily Activity Plan related documents.

[Schedules for Infant Toddler Programs](#)

[Sample Monthly Individual Plan](#)

[Blank Lesson Plan Form](#)

[Blank Lesson Plan Form 2](#)

[Sample Infant Schedule](#)

[Sample Toddler Schedule](#)

Center

These sample forms are related to Child Care learning Center programs and are optional. Centers may develop their own forms that meet all the requirements of the rules and regulations.

[Center - 25 Square Foot Request](#)

On-going Professional Development for Child Care Providers

- Free core rules training through CCS Technical Assistance Unit
- Free training through contract with Georgia State University
 - Georgia Early Learning Development Standards- Lesson Planning
 - Family Provider Director Leadership Institute
- Free online training through contracts with community partners
 - CCDF Health and Safety Orientation Training
 - Transportation Safety
 - Online Learning Library Initiative with various of podcasts related to child development, literacy, and health/safety
- Enhanced education requirements for Directors and Lead Teachers to hold a credential in Early Childhood Education
- Partnership with CCR&Rs to provide free training for related to Georgia's QRIS
- CCS Consultants encourage program participation in Quality Rated (Georgia's QRIS)

Things to Consider

- Consider adopting new strategies for the onboarding of new staff.
- Suggest new ways to engage licensing staff through professional development.
- Use new approaches to strength communication between licensing staff and the child care provider community.

Contact DECAL

Bright from the Start:
Georgia Department of Early Care & Learning
2 Martin Luther King Jr. Drive, SE
East Tower, Suite 670
Atlanta, Georgia 30334
404-657-5562
1-888-442-7735
www.dec.al.ga.gov

Child Care Services Division general email: ChildCareServices@dec.al.ga.gov

Follow us on Twitter at: www.twitter.com/gadepyearlycare or
Facebook at: www.facebook.com/brightfromthestart