



**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:** 5/11/2022    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:45 AM

**FR-51994**

**Nelson, Michelle Y**

1910 Paddock Court Lawrenceville, GA 30043 Gwinnett County  
 (323) 599-1181 michelleynelson@gmail.com

**Regional Consultant**

Lynn Schnitzer

Phone: (678) 717-5720  
 Fax: (770) 344-5683  
 lynn.schnitzer@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/11/2022	Licensing Study	Good Standing	
12/01/2021	Monitoring Visit	Good Standing	
05/05/2021	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	0	0	0	0
1 & 2 Years	1	1	0	0	0
3 & 4 Years	2	2	0	0	0
School Age(5+) Years	0	0	0	0	0
<b>Total Under 13 Years</b>	3	3	0	0	0
<b>Total Under 18 Years</b>	3				

  

Children Present: 3	Total Children: 3
Caregivers/Helpers Present: 4	Total Caregivers/Helpers: 2

**Comments**

A licensing inspection was conducted on May 11, 2021 with the Provider, Michelle Nelson. An administrative review was conducted on May 30, 2022. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: Developed This Date 08/23/2022

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/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



### 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](mailto: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](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)

Michelle Nelson, Program Official

Date

Lynn Schnitzer, Consultant

Date



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**Findings Report**

**Date:** 5/11/2022 **VisitType:** Licensing Study

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**Departure:** 11:45 AM

**FR-51994**

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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**

A variety of equipment and toys were observed.

**Comment**

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

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

**Met**

**Comment**

Consultant observed individually labeled cots sufficient for children in care.

**Comment**

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

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

**Met**

**Comment**

Home does not provide swimming activities.

**Children's Records**

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4)

Child # 2

Not Met

"Missing/Incomplete Components"

Allergy/Medical Information - (.08)(4)

Child # 3

Not Met

"Missing/Incomplete Components"

Emergency Medical Authorization - (.08)(3),Allergy/Medical Information - (.08)(4)

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

**Not Met**

**Technical Assistance**

290-2-3-.08(1) - Please ensure that the parents update the following information as needed:

- Parents' work and contact information.
- Parents' work and personal address.
- Emergency contact persons' name and contact information.
- Release to persons' names and address.
- Doctor's name and contact information.

**Finding**

290-2-3-.08(4) requires the Home to maintain a file for each Child that includes known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the Child's participation in the program. It was determined based on review of records that three of three children's files did not contain documentation of any allergies and other known medical problems.

**POI (Plan of Improvement)**

The Home Provider will secure and maintain the missing Child's health information.

**Correction Deadline: 5/11/2022**

**290-2-3-.08 Parental Authorization(CR)**

**Not Met**

**Finding**

290-2-3-.08(3)requires the Home to obtain Parental authorization at the time of a Child's enrollment for emergency medical care when the Parent is not available. It was determined based on review of records that the enrollment file for child #1 and child #3 did not contain documentation of parental authorization for the provider to obtain emergency medical care for children when the parent is not available.

**POI (Plan of Improvement)**

The Home Provider will have authorization for emergency medical care completed by the Parent for Children enrolled.

**Correction Deadline: 5/11/2022**

**Facility**

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

**Not Met**

**Technical Assistance**

290-2-3-.11(2)(a) - The consultant discussed with the provider to ensure that emergency preparedness plans include a place for relocation in the event that the provider needs to evacuate the home.

**Correction Deadline: 5/21/2022**

**Finding**

290-2-3-.11(2)(c) requires that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that provider did not have evidence of emergency drills on file for 2021.

**POI (Plan of Improvement)**

The Provider will develop and implement a plan and schedule for conducting the required drills, completing the documentation, keeping the documentation on file for two years.

**Correction Deadline: 6/10/2022**

**Comment**

An operable and appropriately sized fire extinguisher was observed in the home this date.

**Comment**

Operable smoke detector(s) were observed as required in the home this date.

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

**Not Met**

**Finding**

290-2-3-.13(1) requires that the Home be clean and free from hazards. It was determined based on observation that two staplers were stored on a cart in the back, right corner of the playroom and a balloon was located on the floor of the playroom accessible to children in care.

**POI (Plan of Improvement)**

To ensure the cleanliness and safety of the environment, the Home Provider will make hazardous items inaccessible to the children.

**Correction Deadline: 5/11/2022**

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

**Not Met**

**Finding**

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on observation that the fence located on the back side of the playground area contained multiple protruding nails creating a potential entrapment and/or scratching hazard.

**POI (Plan of Improvement)**

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

**Correction Deadline: 6/8/2022**

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**Food Service**

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**290-2-3-.10 Food Service & Nutrition**

**Met**

**Comment**

Consultant observed menu to meet USDA guidelines.

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**Health and Hygiene**

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

290-2-3-.11(1)(i) - -Consultant discussed with the provider to ensure that staff wash hands prior to starting diaper changing procedures.

**Correction Deadline: 5/11/2022****Technical Assistance**

290-2-3-.11(1)(j)-Consultant discussed with the provider to ensure that staff wash hands prior to starting diaper changing procedures.

**Correction Deadline: 5/11/2022**

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**290-2-3-.11 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

290-2-3-.11(1)(f) - Consultant discussed with provider to ensure to replace the changing pad if it rips or tears.

**Correction Deadline: 5/11/2022**

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

Per the provider no medication is currently dispensed

**Licensure**

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

Consultant observed three unrelated children present for pay in Family Child Care Learning Home this date.

**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)****Met****Comment**

Pleasant interactions observed between the provider and children in care.

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**290-2-3-.11 First Aid Kit****Technical Assistance****Technical Assistance**

290-2-3-.11(1)(e) - Please add protective eye wear to first aid kit.

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

The provider does not provide routine transportation.

**Staff Records**

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

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 on October 26, 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.

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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**

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 that the provider did not have evidence of ten hours of approved training on file for 2021.

**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: 6/10/2022**

<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.