



**Comments**

On this date, consultant followed up to previous visit and conducted an on-site monitoring visit. An admin review was completed, and a signature was obtained on the administrative review letter.

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Plan of Improvement: No Plan Developed

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.decgal.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 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@decgal.ga.gov](mailto:qualityrated@decgal.ga.gov) 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.

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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.'

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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)

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Karen Mc Clerkin, Program Official

Date

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Dianne Clarke, 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:** 7/21/2022    **VisitType:** Monitoring Visit    **Arrival:** 1:45 PM    **Departure:** 2:30 PM

**FR-00009996**

**McClerkin, Karen D**

3860 CHANDLER POINTE COURT Snellville, GA 30039 Gwinnett County  
(770) 972-5575 KAYEKARE@BELLSOUTH.NET

**Mailing Address**

3860 CHANDLER POINTE COURT  
SNELLVILLE, GA 30039

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923  
Fax: (770) 357-4922  
dianne.clarke@decal.ga.gov

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Met**

**Correction Deadline: 1/20/2022**

**Corrected on 7/21/2022**

.12(1) - The previous citation was observed to be corrected in that the provider has purchased new tables and chairs appropriate for the children. Please ensure that all children have the appropriate tables and chairs for their age at all times.

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

**Met**

**Correction Deadline: 1/20/2022**

**Corrected on 7/21/2022**

.19(2) - The previous citation was observed to be corrected in that the children were not asleep in the pack and play with blankets. Please ensure that children utilizing the pack and play for nap, do not have any items such as blanket when sleeping.

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

**Met**

**Comment**

There is no pool on the property

**Children's Records**

**Records Reviewed: 9**

**Records with Missing/Incomplete Components: 4**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Dad Work # Missing -(08)(1), Mom Work # Missing -(08)(1)

Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
Mom Work # Missing -(08)(1),Dad Work # Missing -(08)(1),Physician & Emergency Contact Information - (08)(1)	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
Physician & Emergency Contact Information - (08)(1)	
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
Immunization Form - (08)(2)	
Child # 8	Met
Child # 9	Met

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

**Not Met**

**Finding**

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on a review of records that child #4 was missing their mother and father's work and physician's information. Child #5 did not have their emergency contact address completed.

**POI (Plan of Improvement)**

The Home Provider will obtain the missing information and maintain the Children's records as required.

**Correction Deadline: 7/26/2022**

**Recited on 7/21/2022**

**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 that child #6 did not have evidence of immunization or a signed affidavit for not receiving immunizations.

**POI (Plan of Improvement)**

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

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

**Facility**

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

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

The Home appears clean and free from hazards.

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

**Comment**

The outside area appears clean and well maintained.

**Health and Hygiene**

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

**Comment**

Proper hand washing observed throughout the Home.

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

**Comment**

Staff state proper knowledge of diapering procedures.

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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)** **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 seven unrelated children present on this date.

**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: 7/21/2022**

**Safety and Discipline**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**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.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

-Please ensure that records checks are redone if there is a six-month break in service.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

### 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

Met

Correction Deadline: 2/19/2022

Corrected on 7/21/2022

.07(9) - The previous citation was observed to be corrected in that the provider has completed their 2022 training. Please ensure that trainings are completed annually by December 31, 2022.

## Staff:Child Ratios and Supervision

### 290-2-3-.07 Staff:Child Ratios(CR)

Met

#### Comment

Appropriate ratios were observed on this date.

### 290-2-3-.07 Supervision(CR)

Met

#### Comment

Adequate supervision observed on this date.