



**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:** 10/7/2021 **VisitType:** Monitoring Visit

**Arrival:** 11:00 AM

**Departure:** 12:15 PM

**FR-28613**

**Colderwood, Carolyn E**

4330 MINKLIVSEY ROAD Snellville, GA 30039 Gwinnett County  
(770) 285-4399 ccarolyncolder@yahoo.com

**Regional Consultant**

Dianne Clarke

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**Mailing Address**

4330 MINK LIVSEY ROAD  
SNELLVILLE, GA 30039

**Quality Rated:** ★

Compliance Zone Designation			<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.
10/07/2021	Monitoring Visit	Good Standing	
04/16/2021	Licensing Study	Good Standing	
10/28/2020	Monitoring Visit	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	0	0	0	0	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	2	3	0	0	2
Total Under 13 Years	2	3	0	0	1
Total Under 18 Years	2				
Children Present: 2 Total Children: 5 Caregivers/Helpers Present: 2 Total Caregivers/Helpers: 1					

### **Comments**

A virtual inspection was conducted on October 7, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic.

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.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility 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.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

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: Developed This Date 10/07/2021

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.al.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.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.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.

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

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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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Carolyn Colderwood, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. There is no pool on the property.

### Children's Records

**Records Reviewed: 2**

**Records with Missing/Incomplete Components: 1**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Dad Work # Missing -(08)(1)

**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 the following children were missing information on their enrollment records:

-child #2 was missing their father's work address

-two children who were not present on the day of the visit were missing their mother and father's work address and their emergency contact information.

**POI (Plan of Improvement)**

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

**Correction Deadline: 10/7/2021**

**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 two children were missing their immunization records.

**POI (Plan of Improvement)**

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

**Correction Deadline: 10/7/2021**

<b>Facility</b>
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**290-2-3-.11 Physical Plant - Safe Environment(CR)**

Technical Assistance

**Technical Assistance**

290-2-3-.11(2)(f) - Please ensure that all hazardous items such as plungers and Lysol wipes are kept out of reach of children.

**Correction Deadline: 10/7/2021**

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

Met

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The Home appears clean and free from hazards.

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

Met

**Correction Deadline: 4/26/2021**

**Corrected on 10/7/2021**

.13(2)(a) - The previous citation was observed to be corrected in that there were no hazards on the playground. Discussed regarding ensuring to check playground prior to beginning the day.

<b>Health and Hygiene</b>
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**290-2-3-.11 Children's Health and Hygiene(CR)**

Met

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the Home.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Currently there are no children enrolled in the program. (This rule was not evaluated on this date)

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider no medication is currently dispensed.

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**Licensure**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Appropriate number of children observed in Family Child Care Learning Home this date. There was one unrelated, one related child and one adult present.

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**Safety and Discipline**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Age-appropriate discussion and/or redirection observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

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**Staff Records**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. 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. They should never be by themselves.
- It was also discussed regarding ensuring that residents turning 17 ensures to complete a criminal records check by their 17th birthday.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff observed to be compliant with applicable laws and regulations.

**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 that training was completed to correct the citation for annual training for 2020.

**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: 10/28/2021**

**Recited on 10/7/2021**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Appropriate ratios were observed on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.