



**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:** 8/18/2022 **VisitType:** Monitoring Visit

**Arrival:** 11:15 AM

**Departure:** 12:30 PM

**FR-37133**

**Moore, Suzanne L**

1887 Englewood Way Snellville, GA 30078 Gwinnett County  
(770) 710-8784 suzanne.moore1110@gmail.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

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dianne.clarke@dec.al.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.
08/18/2022	Monitoring Visit	Good Standing	
11/23/2021	Licensing Study	Good Standing	
06/02/2021	Monitoring Visit	Good Standing	

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	1	1	0	0	0
1 & 2 Years	1	1	0	0	0
3 & 4 Years	3	4	0	0	0
School Age(5+) Years	0	0	0	0	0
<b>Total Under 13 Years</b>	5	6	0	0	0
<b>Total Under 18 Years</b>	5				

  

Children Present: 5	Total Children: 6
Caregivers/Helpers Present: 3	Total Caregivers/Helpers: 1

### 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: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, only if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of 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: Developed This Date 08/18/2022

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.decal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



### **Important Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**

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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Suzanne Moore, 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**

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

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

**Comment**

Discussed SIDS and infant sleeping position.

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

**Comment**

There is no pool on the property

**Facility**

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

**Finding**

290-2-3-.11(2)(f) requires that poisons, medicines, cleaning agents and other hazardous materials be in locked areas or inaccessible to children. It was determined based on observation that a fan was observed to be accessible to the children.

**POI (Plan of Improvement)**

To ensure the safe storage of hazardous items, the Home Provider will make these items inaccessible to the children.

**Correction Deadline: 8/18/2022**

**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

Correction Deadline: 12/3/2021

Corrected on 8/18/2022

.13(2)(c) - The previous citation was observed to be corrected in that there was adequate mulch. Please ensure that the mulch is six inches at the swings at all times.

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

Met

**Comment**

Staff state proper knowledge of hand washing and hygiene procedures.

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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

<b>Licensure</b>
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290-2-3-.04 Application Requirements(CR)

Met

**Comment**

Appropriate number of children observed in Family Child Care Learning Home this date. There were five unrelated children present and one adult.

<b>Safety and Discipline</b>
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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.

<b>Staff Records</b>
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**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.

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**290-2-3-.07 First Aid & CPR****Met****Correction Deadline: 12/23/2021****Corrected on 8/18/2022**

**.07(8) - The previous citation was observed to be corrected in that the training was observed to be completed. Please ensure that CPR and First Aid training are kept up to date at all times and are not solely completed online.**

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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****Met****Correction Deadline: 12/23/2021****Corrected on 8/18/2022**

**.07(9) - The previous citation was observed to be corrected in that the trainings were observed to be completed for 2021. Please ensure that annual trainings are completed by December 31 each year.**

<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**

Adequate supervision observed on this date. Discussed revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.