



**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:** 10/19/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 2:45 PM

**FR-9105101234**

**Cavanaugh, Donna L.**

1944 WINDBURN COURT Snellville, GA 30078 Gwinnett County  
 (770) 985-4525 lcav@mindspring.com

**Mailing Address**  
 1944 WINDBURN COURT  
 SNELLVILLE, GA 30078

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923  
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 dianne.clarke@dec.al.ga.gov

**Quality Rated:** No

| <b>Compliance Zone Designation</b> |                  |               |
|------------------------------------|------------------|---------------|
| 10/19/2021                         | Licensing Study  | Good Standing |
| 04/06/2021                         | Monitoring Visit | Good Standing |
| 10/22/2020                         | Licensing Study  | Good Standing |

**Compliance Zone Designation** - 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.

**Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.

**Support** - Program performance is demonstrating a need for improvement in meeting rules.

**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**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                 | 3                | 5             | 0    | 0           | 0                 |
| 3 & 4 Years                 | 2                | 2             | 0    | 0           | 0                 |
| School Age(5+) Years        | 0                | 1             | 0    | 3           | 0                 |
| <b>Total Under 13 Years</b> | 5                | 8             | 0    | 3           | 0                 |
| <b>Total Under 18 Years</b> | 5                |               |      |             |                   |

|                               |                             |
|-------------------------------|-----------------------------|
| Children Present: 5           | Total Children: 11          |
| Caregivers/Helpers Present: 2 | Total Caregivers/Helpers: 2 |

**Comments**

An Administrative Review was conducted on October 15, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on October 19, 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: 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.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 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.decal.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@decal.ga.gov](mailto:qualityrated@decal.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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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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Donna Cavanaugh, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 10/19/2021 **VisitType:** Licensing Study

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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 Virtual Visit was conducted due to the COVID-19 pandemic. Toys and equipment observed to be clean and safe from hazardous conditions.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

**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: 5**

**Records with Missing/Incomplete Components: 0**

|           |     |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

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**290-2-3-.08 Children's Records****Met****Technical Assistance**

290-2-3-.08(1) - Please ensure that all children enrollment packets are completed when updated.

**Correction Deadline: 10/19/2021**

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**Facility**

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**290-2-3-.11 Physical Plant - Safe Environment(CR)****Not Met****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 a review of records that the tornado drill was not recorded for January 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. The provider provided a form with the information completed.

**Correction Deadline: 11/18/2021**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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**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.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The outside area appears clean and well maintained.

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**Health and Hygiene**

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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. Staff stated proper knowledge of hand washing and hygiene procedures.

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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. Staff stated proper knowledge of diapering procedures.

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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 five unrelated children and two adults 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. The provider stated that redirection is used for discipline.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The provider does not provide routine transportation.

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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.

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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.

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**Staff:Child Ratios and Supervision**

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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.

Discussed new 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.