



**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

**Date:** 3/9/2021    **VisitType:** Licensing Study    **Arrival:** 11:30 AM    **Departure:** 1:00 PM

**CCLC-52189**

**Kids Harbor of Hamilton Mill**

2852 Hog Mountain Road Dacula, GA 30019 Gwinnett County  
 (770) 831-5454 director.hamiltonmill@kids-harbor.com

**Regional Consultant**

Ashley Shirah

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ashley.shirah@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<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.
03/09/2021	Licensing Study	Good Standing	
09/17/2020	Monitoring Visit	Good Standing	
12/19/2019	Initial Licensing Study	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A-1L-Infants & 1's	Infants and One Year Olds	1	6	C	12	C	NA	NA	Nap
Main	B-2L-3's	Three Year Olds	1	9	C	20	C	28	C	Nap
Main	C-3L-1's & 2's	One Year Olds	2	12	C	15	C	NA	NA	Nap
Main	D-4L-4's & 5's	Four Year Olds	1	5	C	20	C	27	C	Nap
Main	E-5L-4's & 5's	Four Year Olds	1	15	C	24	C	34	C	Nap
Main	F-6L-4's & Up	PreK	2	19	C	25	C	34	C	Centers
Main	G-7L-4's & Up		0	0	C	24	C	33	C	Not In Use
Main	H-8R-4's & Up		0	0	C	25	C	35	C	Not In Use
Main	I-7R-4's & Up	PreK	2	15	C	25	C	35	C	Nap
Main	J-6R-3's	Three Year Olds and Four Year Olds	2	13	C	25	C	35	C	Nap
Main	K-5R-3's	Three Year Olds and Four Year Olds	1	10	C	19	C	26	C	Nap
Main	L-4R-4's & Up	Five Year Olds	1	7	C	14	C	20	C	Transitioning
Main	M-3R-2's	Two Year Olds	2	15	C	17	C	NA	NA	Nap
Main	N-2R-2's		0	0	C	19	C	NA	NA	Not In Use
Main	O-1R-Infants	Infants	2	9	C	12	C	NA	NA	Nap,Floor Play
<b>Total Capacity @35 sq. ft.: 296</b>						<b>Total Capacity @25 sq. ft.: 382</b>				
Total # Children this Date: 135			<b>Total Capacity @35 sq. ft.: 296</b>			<b>Total Capacity @25 sq. ft.: 382</b>				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-Front L-Infants,1's	14	C
Main	Playground B-Special use-Garden	36	C
Main	Playground C-Back L-4's & Up	88	C
Main	Playground D-Back R-4's & Up	140	C
Main	Playground E- Right Middle-3's	124	C
Main	Playground F-Special use-Splash	18	C
Main	Playground G-Front R-2's	33	C

**Comments**

An Administrative Review was conducted on March 9, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 9, 2021, with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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

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

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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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)

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Terri Wilson, Program Official

Date

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Ashley Shirah, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

**591-1-1-.26 Playgrounds(CR)**

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

### Health and Hygiene

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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through the diapering was observed and the provider displayed proper knowledge of the rules and regulations.

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**591-1-1-.17 Hygiene(CR)** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/ on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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**591-1-1-.20 Medications(CR)** **Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)** **Met**

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

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

**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

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**Records Reviewed: 30**

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

Staff # 1 Met

Date of Hire: 08/01/2016

Staff # 2 Met

Date of Hire: 02/28/2019

Staff # 3 Met

Staff # 4 Met

Date of Hire: 07/30/2019

Staff # 5 Met

Date of Hire: 08/28/2017

Staff # 6 Met

Date of Hire: 08/15/2019

Staff # 7 Met

Staff # 8 Met

Date of Hire: 05/15/2017

Staff # 9 Met

Staff # 10 Met

Date of Hire: 10/21/2019

Staff # 11 Met

Date of Hire: 09/26/2016

Staff # 12 Met

Date of Hire: 05/10/2017

Staff # 13 Met

Date of Hire: 07/30/2019

Staff # 14 Met

Date of Hire: 11/26/2018

Staff # 15 Met

Date of Hire: 08/01/2016

Staff # 16 Met

Staff # 17 Met

Date of Hire: 08/26/2020

Staff # 18 Met

Date of Hire: 08/11/2020

Staff # 19 Met

**Records Reviewed: 30**

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

Staff # 20 Date of Hire: 12/30/2013	Met
Staff # 21 Date of Hire: 03/13/2019	Met
Staff # 22	Met
Staff # 23 Date of Hire: 12/05/2018	Met
Staff # 24 Date of Hire: 07/17/2019	Met
Staff # 25 Date of Hire: 04/08/2014	Met
Staff # 26 Date of Hire: 08/25/2015	Met
Staff # 27 Date of Hire: 07/29/2019	Met
Staff # 28 Date of Hire: 07/22/2015	Met
Staff # 29 Date of Hire: 12/09/2013	Met
Staff # 30 Date of Hire: 12/09/2013	Met

**Staff Credentials Reviewed: 16**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Criminal record checks were observed to be complete for 30 of 30 staff on this date.

**Comment**

Director provided five file(s) for employees hired since last visit on September 17, 2020.

**591-1-1-.31 Staff(CR)** **Met**

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio were observed.

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**591-1-1-.32 Supervision(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.