



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: 9/13/2021 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 12:00 PM **Departure:** 1:30 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

Margarita Collier

Phone: (770) 342-7934

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margarita.collier@decal.ga.gov

Mailing Address
 Same

Quality Rated: ★ ★

<u>Compliance Zone Designation</u>			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.
09/13/2021	Complaint Investigation & Monitoring Visit	Good Standing	
08/06/2021	Incident Investigation Closure	Good Standing	
06/30/2021	Incident Investigation & Follow Up	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	One Year Olds and Two Year Olds	2	12	C	12	C	NA	NA	Nap
Main	B-2L-3's		0	0	C	20	C	28	C	
Main	C-3L-1's & 2's	One Year Olds	1	4	C	15	C	NA	NA	Nap
Main	D-4L-4's & 5's	Four Year Olds	2	8	C	20	C	27	C	Nap
Main	E-5L-4's & 5's	Four Year Olds	1	9	C	24	C	34	C	Nap, Transitioning
Main	F-6L-4's & Up	Three Year Olds and Four Year Olds	1	11	C	25	C	34	C	Nap
Main	G-7L-4's & Up	GA PreK	2	19	C	24	C	33	C	Nap, Transitioning
Main	H-8R-4's & Up	GA PreK	1	18	C	25	C	35	C	Nap
Main	I-7R-4's & Up	GA PreK	1	14	C	25	C	35	C	Nap
Main	J-6R-3's		0	0	C	25	C	35	C	
Main	K-5R-3's	Three Year Olds and Four Year Olds	1	11	C	19	C	26	C	Nap
Main	L-4R-4's & Up		0	0	C	14	C	20	C	
Main	M-3R-2's	Two Year Olds	2	10	C	17	C	NA	NA	Nap
Main	N-2R-2's	Two Year Olds and Three Year Olds	2	14	C	19	C	NA	NA	Nap
Main	O-1R-Infants		0	0	C	12	C	NA	NA	

Total Capacity @35 sq. ft.: 296

Total Capacity @25 sq. ft.: 382

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

A virtual inspection was conducted on September 13, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.dec.state.ga.us/CCS/Regulations.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.state.ga.us/>
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.state.ga.us

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@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.

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)

Terri Wilson, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Defer

Defer

The previous citation was deferred and will be evaluated during the center's next regulatory visit.

POI (Plan of Improvement)

The Center will review requirements with Staff to ensure that appropriate activities are conducted with children.

Correction Deadline: 8/6/2021

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

Met

Comment

Center does not provide swimming activities.

Facility

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

Center appears clean and well maintained.

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

Met

Comment

Playground observed to be clean and in good repair.

Comment

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.).
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Monitor resilient surface for normal wear and tear.

Health and Hygiene

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

Observed the diaper changing areas to be clean and in good repair.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

Safety

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

Age-appropriate discussion and/or redirection observed.

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

The consultant observed the following vehicle to have evidence of a current vehicle inspection report:

- Vehicle 2011 Chevy Express 3500 - Expires September 17, 2021

Per the director, vehicle tag #RDZ 9646 was not on the center premises and has been at the auto shop since September 2, 2021.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 32**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/31/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 2

Met

Date of Hire: 08/01/2016

Staff # 3 Met

Date of Hire: 02/28/2019

Staff # 4 Met

Date of Hire: 08/02/2021
Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 5 Met

Date of Hire: 05/17/2021

Staff # 6 Met

Date of Hire: 07/30/2019

Staff # 7 Met

Date of Hire: 08/28/2017

Staff # 8 Met

Staff # 9 Met

Date of Hire: 05/15/2017

Staff # 10 Met

Staff # 11 Met

Date of Hire: 07/27/2021
Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 12 Met

Date of Hire: 09/26/2016

Staff # 13 Met

Date of Hire: 05/10/2017

Staff # 14 Met

Date of Hire: 07/30/2019

Staff # 15 Met

Date of Hire: 08/30/2021
Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 16 Met

Date of Hire: 11/26/2018

Staff # 17 Met

Date of Hire: 08/01/2016

Records Reviewed: 32**Records with Missing/Incomplete Components: 0**

Staff # 18	Met
Staff # 19	Met
Date of Hire: 08/11/2020	
Staff # 20	Met
Date of Hire: 12/30/2013	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 07/29/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Date of Hire: 08/23/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 26	Met
Date of Hire: 04/08/2014	
Staff # 27	Met
Date of Hire: 08/25/2015	
Staff # 28	Met
Date of Hire: 08/27/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 29	Met
Date of Hire: 07/29/2019	
Staff # 30	Met
Date of Hire: 07/22/2015	
Staff # 31	Met
Date of Hire: 12/09/2013	
Staff # 32	Met
Date of Hire: 12/09/2013	

Staff Credentials Reviewed: 14

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

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, and/or independent contractors with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The director provided eight files for staff members hired since the previous visit was conducted on June 30, 2021. The consultant observed eight of eight newly hired staff members to have evidence of a satisfactory comprehensive determination letter on file.

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

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

The following information is associated with a Complaint Investigation Visit:

Staffing and Supervision

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

Correction Deadline: 8/6/2021

Corrected on 9/13/2021

The previous citation was observed to be corrected. The consultant observed staff members to provide direct supervision and attention to the children's needs.