



**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:** 1/26/2021    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 1:35 PM

**CCLC-52186**

**Kids Harbor of Bay Creek**

315 Cooper Rd. Loganville, GA 30052 Gwinnett County  
 (678) 376-5115 director.baycreek@kids-harbor.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@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.
01/26/2021	Licensing Study	Good Standing	
07/21/2020	Monitoring Visit	Good Standing	
01/02/2020	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	One Year Olds	1	6	C	13	C	NA	NA	Nap
Main	B- 1R		0	0	C	10	C	NA	NA	Not In Use
Main	C- 2R	Three Year Olds	1	9	C	21	C	NA	NA	Nap
Main	D- 2L	Two Year Olds	1	10	C	18	C	NA	NA	Nap
Main	E-3L		0	0	C	16	C	NA	NA	Not In Use
Main	F- 4R		0	0	C	15	C	NA	NA	Not In Use
Main	G- 3R	PreK	1	10	C	19	C	NA	NA	Nap
Main	H- 5 R		0	0	C	20	C	28	C	Not In Use
Main	I-4L		0	0	C	20	C	NA	NA	Not In Use
Main	J- 6R	PreK	2	12	C	24	C	34	C	Transitioning
Main	K- 5L	PreK	1	15	C	27	C	38	C	Outside
Main	L- Back	PreK	2	12	C	32	C	45	C	Outside

Total Capacity @35 sq. ft.: 235

Total Capacity @25 sq. ft.: 277

Total # Children this Date: 74

Total Capacity @35 sq. ft.: 235

Total Capacity @25 sq. ft.: 277

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	16	C
Main	PG B	20	C
Main	PG C	105	C
Main	PG D	61	C

### **Comments**

An Administrative Review was conducted on January 25, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on January 26, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on September 30, 2020 was reviewed during the virtual inspection.

Shared FAQ regarding Rule Changes effective October 1, 2020 and the new updated Infant feeding plan.

Plan of Improvement: Developed This Date 01/26/2021

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

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)



**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.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](mailto:qualityrated@dec.state.ga.us)

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Amy Nguyen, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 1/26/2021    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 1:35 PM

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

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

### 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

**591-1-1-.08 Children's Records**

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed regarding ensuring that all children's information is completed including their employer's address.

Correction Deadline: 1/26/2021

**Facility**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.25(13) - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed regarding ensuring that all items are kept inaccessible to children including hand sanitizer.

Correction Deadline: 1/26/2021

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Food Service**

**591-1-1-.18 Kitchen Operations**

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

**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.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing requirements were discussed with the Director on this date.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.22 Parental Access**

**Met**

**Comment**

591-1-1-.22 - Parental access requirements were met per the COVID-19 guidelines.

Correction Deadline: 1/26/2021

## Safety

### 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.

### 591-1-1-.36 Transportation(CR)

Not Met

#### Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that 12 of 17 children did not have evidence of authorization which included the pick-up times and delivery and pick-up location that participated in transportation during the week of December 14, 2020 and January 4, 2021.

#### POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

**Correction Deadline: 1/27/2021**

## Sleeping & Resting Equipment

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

Technical Assistance

#### Technical Assistance

591-1-1-.30(1)(b)4 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed regarding ensuring that all children has a cover during naptime.

**Correction Deadline: 1/26/2021**

## Staff Records

**Records Reviewed: 14**

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

Staff # 1	Met
Date of Hire: 02/03/2015	
Staff # 2	Met
Date of Hire: 12/01/2020	
Staff # 3	Met
Date of Hire: 01/01/2020	
Staff # 4	Met
Date of Hire: 09/09/2003	
Staff # 5	Met
Date of Hire: 02/28/2016	
Staff # 6	Met

Date of Hire: 08/21/2020

Staff # 7

Met

Date of Hire: 07/24/2012

Staff # 8

Met

Date of Hire: 08/24/2020

Staff # 9

Met

Date of Hire: 11/18/2020

Staff # 10

Met

Date of Hire: 01/11/2021

Staff # 11

Met

Date of Hire: 10/19/2020

Staff # 12

Met

Date of Hire: 11/01/2004

Staff # 13

Met

Date of Hire: 01/01/2020

Staff # 14

Met

Date of Hire: 07/29/2020

**Staff Credentials Reviewed: 4****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Correction Deadline: 7/21/2020****Corrected on 1/26/2021**

**.09(1)(a) - The previous citation was observed to be corrected in that all currently working staff has evidence of satisfactory records check determination. Discussed regarding ensuring that all staff has their records check completed including staff who need to renew, please ensure they renew before the expiration.**

**Correction Deadline: 7/21/2020****Corrected on 1/26/2021**

**.09(1)(c) - The previous citation was observed to be corrected in that all currently working staff has evidence of satisfactory records check determination.**

**Correction Deadline: 7/21/2020****Corrected on 1/26/2021**

**.09(1)(j) - The previous citation was observed to be corrected in that all currently working staff has evidence of a satisfactory records check determination on file.**

**591-1-1-.14 First Aid & CPR****Met****Comment**

Observed CPR and First Aid training for staff.

**Comment**

591-1-1-.31(13) - 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. The program was in compliance with the Executive Order issued on September 30, 2020.

**Correction Deadline: 1/26/2021**

**Technical Assistance**

591-1-1-.31(2)(b)2. - Please remember that lead teachers who are hired but do not have the lead credential, must have a PLP on file. Assistant teachers are not eligible to become lead teachers if they don't already have the credentials completed.

**Correction Deadline: 1/26/2021**

<b>Staffing and Supervision</b>
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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. Center observed to maintain appropriate staff:child ratios.

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

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