



**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:** 7/21/2020    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 10:45 AM

**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.
07/21/2020	Monitoring Visit	Good Standing	
01/02/2020	Initial Licensing Study	Good Standing	

**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**

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	4	C	13	C	NA	NA	Floor Play
Main	B- 1R		0	0	C	10	C	NA	NA	
Main	C- 2R	Three Year Olds	1	6	C	21	C	NA	NA	Centers
Main	D- 2L	Two Year Olds	1	6	C	18	C	NA	NA	Centers
Main	E-3L		0	0	C	16	C	NA	NA	
Main	F- 4R		0	0	C	15	C	NA	NA	
Main	G- 3R		0	0	C	19	C	NA	NA	
Main	H- 5 R		0	0	C	20	C	28	C	
Main	I-4L	Six Year Olds and Over	1	6	C	20	C	NA	NA	Centers
Main	J- 6R		0	0	C	24	C	34	C	
Main	K- 5L		0	0	C	27	C	38	C	
Main	L- Back		0	0	C	32	C	45	C	

Total Capacity @35 sq. ft.: 235

Total Capacity @25 sq. ft.: 277

Total # Children this Date: 22

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

A virtual inspection was conducted on July 21, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 29, 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.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

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.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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Chrissy Williams, 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

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12 - 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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.35 - A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

### Facility

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.19 - 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 - A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed maintenance of resilient surface. Please fluff and redistribute.

### Health and Hygiene

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

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

591-1-1-.17(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements were discussed with the Director on this date.

**Correction Deadline: 7/21/2020**

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

591-1-1-.20 - A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

**Safety**

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - 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/Provider on this date.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36 - A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

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

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. Please ensure that cribs/cots are labeled for individual use.

**Staff Records**

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**Records Reviewed: 12****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 02/03/2015	
Staff # 2	Met
Date of Hire: 01/01/2020	
Staff # 3	Met
Date of Hire: 02/28/2016	
Staff # 4	Not Met

Date of Hire: 06/01/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5 Met

Date of Hire: 04/25/2016

Staff # 6 Met

Date of Hire: 07/18/2016

Staff # 7 Met

Date of Hire: 09/17/2012

Staff # 8 MetStaff # 9 Met

Date of Hire: 09/05/2019

Staff # 10 Met

Date of Hire: 01/01/2020

Staff # 11 Met

Date of Hire: 10/17/2007

Staff # 12 Met

Date of Hire: 11/03/2003

**Staff Credentials Reviewed: 5****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Discussed with the director regarding ensuring that staff who has to complete expiring fingerprints are completed before they expire.

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff #4, hired during the first week of June, 2020, did not have evidence of having submitted an application for fingerprints in Gemalto.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will check to ensure that all staff has completed the fingerprint application process prior to being present at the facility to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will complete the video units regarding criminal records checks to ensure the CRC rules are maintained. The center submitted an application for fingerprints on August 19, 2020.

**Correction Deadline: 7/21/2020**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that staff #4, hired during the first week of June, 2020, did not have evidence of a comprehensive records check determination letter within the preceding 12 months.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will check to ensure that all staff has a comprehensive records check determination in KOALA prior to being present at the facility to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will view the video units regarding criminal records checks to ensure the CRC rules are maintained. The center submitted a records check application on August 19, 2020.

**Correction Deadline: 7/21/2020**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff #4, hired during the first week in June, 2020, was observed to have not been electronically ported.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to electronically port all staff prior to being present at the facility to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will view the video units regarding criminal records checks to ensure CRC rules are maintained. The center submitted an application for records check on August 19, 2020.

**Correction Deadline: 7/21/2020**

**591-1-1-.31 Staff(CR)****Technical Assistance****Technical Assistance**

591-1-1-.31(13) - 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 May 29, 2020.

**Correction Deadline: 7/21/2020**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Technical Assistance****Technical Assistance**

591-1-1-.32 - 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)****Technical Assistance****Technical Assistance**

591-1-1-.32 - A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.