



**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:** 10/28/2020 **VisitType:** Licensing Study

**Arrival:** 9:30 AM

**Departure:** 11:25 AM

**CCLC-52188**

**Kids Harbor of Grayson**

444 Pine Grove Avenue Grayson, GA 30017 Gwinnett County  
 (770) 237-8880 director.grayson@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.
10/28/2020	Licensing Study	Good Standing	
12/18/2019	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-1's	One Year Olds	2	6	C	13	C	NA	NA	Free Play
Main	B-2L-2's	Two Year Olds	2	10	C	20	C	NA	NA	Art
Main	C- 3L-2's	Two Year Olds	1	10	C	18	C	NA	NA	Art
Main	D-4L-3's	Three Year Olds	1	8	C	15	C	21	C	Circle Time
Main	E-5L-3's		0	0	C	18	C	25	C	Not In Use
Main	F-6L-4's & Up	PreK	2	18	C	25	C	35	C	Snack
Main	G-5R-4's & Up	PreK	2	17	C	26	C	36	C	Snack
Main	H-4R-4's & Up		0	0	C	20	C	28	C	
Main	I-3R-5's & Up	Three Year Olds	2	13	C	15	C	21	C	Story
Main	J-2R-4's & Up	PreK	2	16	C	20	C	28	C	Snack, Transitioning
Main	K-1R-Infants	Infants	3	10	C	13	C	NA	NA	Floor Play, Free Play, Feeding

Total Capacity @35 sq. ft.: 203

Total Capacity @25 sq. ft.: 258

Total # Children this Date: 108

Total Capacity @35 sq. ft.: 203

Total Capacity @25 sq. ft.: 258

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-Front Left-2's	25	C
Main	Playground B - Left Middle-3's & 4's	54	C

Main	Playground C-Left Rear-4's & Up	90	C
Main	Playground D- Back R-4's & Up	138	C
Main	Playground E-Right Middle-4's & Up	85	C
Main	Playground F-Front Right-Infants	14	C
Main	Special Use-Splash Pad	24	C

**Comments**

An Administrative Review was conducted on October 27, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 28, 2020 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 10/28/2020

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)

---

Debbie Spies, Program Official

Date

---

Dianne Clarke, Consultant

Date



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

### Findings Report

**Date:** 10/28/2020 **VisitType:** Licensing Study

**Arrival:** 9:30 AM

**Departure:** 11:25 AM

**CCLC-52188**

**Kids Harbor of Grayson**

444 Pine Grove Avenue Grayson, GA 30017 Gwinnett County  
(770) 237-8880 director.grayson@kids-harbor.com

**Mailing Address**  
Same

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

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.

#### 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)**

**Met**

**Comment**

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)**

**Met**

**Comment**

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

#### 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: 10/28/2020**

---

**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. The director stated that redirection is utilized for discipline.

---

**591-1-1-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that the driver did not mark whether one child entered or exited the vehicle during the week of October 12, 2020 from Starling Elementary School.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 10/29/2020**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that the driver did not record the time the vehicle returned to the center during the week of October 12, 2020 from Cooper Elementary School.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 10/29/2020**

**Sleeping & Resting Equipment**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 16 Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 12/10/2019	
Staff # 2	Met
Date of Hire: 08/30/2018	
Staff # 3	Met
Date of Hire: 05/30/2018	
Staff # 4	Met
Date of Hire: 10/05/2020	
Staff # 5	Met
Date of Hire: 05/30/2018	
Staff # 6	Met
Date of Hire: 10/14/2019	
Staff # 7	Met
Date of Hire: 12/10/2019	
Staff # 8	Met

**Records Reviewed: 16**

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

Date of Hire: 07/29/2020

Staff # 9 Met

Date of Hire: 08/05/2020

Staff # 10 Met

Date of Hire: 05/30/2018

Staff # 11 Met

Date of Hire: 01/29/2020

Staff # 12 Met

Date of Hire: 02/11/2020

Staff # 13 Met

Date of Hire: 05/30/2018

Staff # 14 Met

Date of Hire: 08/13/2016

Staff # 15 Met

Date of Hire: 08/12/2016

Staff # 16 Met

Date of Hire: 02/20/2019

**Staff Credentials Reviewed: 12**

---

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete. Please ensure that staff with a national records check is supervised by a staff with a satisfactory comprehensive records check determination at all times.

---

**591-1-1-.09 Criminal Records Check(CR) Met**

**Comment**

Director provided 12 files for employees hired since last visit.

---

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

**Comment**

Evidence observed of center staff meeting the First Aid and CPR requirements. Discussed regarding ensuring that all staff completes CPR and First Aid training.

---

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

**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: 10/28/2020**

## Staffing and Supervision

---

### 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.

---

### 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.