



**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: 2/2/2022 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:00 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

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
02/02/2022	Licensing Study	Good Standing	
08/25/2021	Monitoring Visit	Good Standing	
01/26/2021	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 and One Year Olds	1	5	C	13	C	NA	NA	Nap
Main	B- 1R	Infants	1	3	C	10	C	NA	NA	Feeding
Main	C- 2R	Three Year Olds	1	14	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	
Main	F- 4R	One Year Olds	1	7	C	15	C	NA	NA	Nap
Main	G- 3R	Three Year Olds and Four Year Olds	1	9	C	19	C	NA	NA	Nap
Main	H- 5 R		0	0	C	20	C	28	C	
Main	I-4L		0	0	C	20	C	NA	NA	
Main	J- 6R		0	0	C	24	C	34	C	
Main	K- 5L	GA PreK	1	11	C	27	C	38	C	Nap
Main	L- Back	GA PreK	1	6	C	32	C	45	C	Transitioning

Total Capacity @35 sq. ft.: 235

Total Capacity @25 sq. ft.: 277

Total # Children this Date: 65

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

On this date, consultant followed up to previous visit and conducted an on-site Licensing study. Consultant requested provider submit required documents for the Administrative Review process.

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Plan of Improvement: Developed This Date 02/02/2022

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



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.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

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@decals.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://decals.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)

Amy Nguyen, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 2/2/2022 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined that the current lesson plans were not available in the A-1L, B-1R and J-6R classrooms.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 2/2/2022

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: 3

Child # 1

Met

Child # 2

Met

Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that child #3, #4, and #5, did not have their emergency contact address on their enrollment forms.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 2/2/2022

	Facility
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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)

Not Met

Technical Assistance

591-1-1-.25(13) - Please ensure that cabinets are locked and hazardous materials are not accessible.

Correction Deadline: 2/2/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following classrooms were in need of items that needed to be repaired, cleaned or replaced:

- D 2L: The light in the bathroom was observed to not be working.
- G-3R: Two tiles were observed to be in need of cleaning or replacing.
- H 5-R: Two ceiling tiles and vents were in need of cleaning or replacing.
- K 5L: There were three ceiling tiles needing to be cleaned or replaced.
- L Back: Two ceiling tiles were in need of cleaning or replacing. Also, the boarder near the sink area was observed to be detached and in need of repair.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 2/22/2022

Technical Assistance

591-1-1-.25(8) - Please ensure that all outlets are covered when not in use.

Correction Deadline: 2/2/2022

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there were hazards on the following playgrounds:

- 1R: The paint at the bottom of the beams on the climbing structures were observed to be chipping and accessible to the children.
- 2R: The paint at the bottom of the beams on the climbing structure and in the swing area were observed to be chipping and accessible to the children. Also, the mats in the swing area was observed to not be flushed and pose a tripping hazard.
- 1L: The paint at the bottom of the beams on the swing areas were observed to be chipping and accessible to the children.
- 2L: The paint at the bottom of the beams on the swing area were observed to be chipping and accessible to the children. Also, there was an unraveled hose which was also accessible near the area with the AC units.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 2/2/2022

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated proper knowledge of diapering procedures.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Age-appropriate discussion and/or redirection observed.

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

Not Met

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that staff #14 did not have current evidence of the required transportation training on file. The training expired on January 8, 2022.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 2/12/2022

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that two children who participated in transportation during the week of January 24 and January 31, 2022, did not have their physician's information completed on their transportation form and one child did not have their emergency contact information listed.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 2/3/2022

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. Pleasant naptime environment observed.

Staff Records

Records Reviewed: 23

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 02/07/2022

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

Staff # 2

Met

Date of Hire: 12/01/2020

Staff # 3 Met
Date of Hire: 09/09/2003

Staff # 4 Met
Date of Hire: 08/08/2016

Staff # 5 Met
Date of Hire: 12/13/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6 Met
Date of Hire: 01/17/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7 Met
Date of Hire: 04/19/2021

Staff # 8 Met
Date of Hire: 07/24/2012

Staff # 9 Met
Date of Hire: 02/15/2021

Staff # 10 Met
Date of Hire: 04/16/2021

Staff # 11 Met
Date of Hire: 12/14/2020

Staff # 12 Met
Date of Hire: 03/24/2014

Staff # 13 Met
Date of Hire: 10/04/2021

Staff # 14 Not Met
Date of Hire: 01/11/2021

"Missing/Incomplete Components"
.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 15 Met
Date of Hire: 09/07/2021

Staff # 16 Met

Records Reviewed: 23**Records with Missing/Incomplete Components: 1**

Date of Hire: 09/17/2021

Staff # 17 Met

Date of Hire: 08/11/2020

Staff # 18 Met

Staff # 19 Met

Date of Hire: 11/01/2004

Staff # 20 Met

Date of Hire: 01/01/2020

Staff # 21 Met

Date of Hire: 07/29/2020

Staff # 22 Met

Date of Hire: 12/06/2021

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

Staff # 23 Met

Date of Hire: 10/12/2020

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided seven files for employees hired since last visit.

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**

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. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.