



**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:** 8/16/2022 **VisitType:** Monitoring Visit

**Arrival:** 12:35 PM **Departure:** 4:00 PM

**CCLC-52187**

**Kids Harbor of Rosebud**

3058 Rosebud Road Loganville, GA 30052 Gwinnett County  
 (770) 978-5588 director.rosebud@kids-harbor.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

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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.
08/16/2022	Monitoring Visit	Good Standing	
03/30/2022	LS POI Follow Up	Good Standing	
02/18/2022	Incident Investigation Closure	Good Standing	

  

<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.

**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	Infants and One Year Olds	2	9	C	19	C	NA	NA	Free Play,Nap,Floor Play
Main	B-2L-1's	One Year Olds	1	7	C	16	C	NA	NA	Nap
Main	C-3L-2's	Two Year Olds	2	18	C	19	C	NA	NA	Nap
Main	D-Middle-3's & Up		0	0	C	24	C	NA	NA	
Main	E-5R-4's & Up	PreK	2	18	C	35	C	50	C	Nap
Main	F-4R-4's & Up	PreK	1	20	C	29	C	40	C	Nap
Main	G-3R-4's	PreK	2	21	C	28	C	39	C	Nap
Main	H-2R-3's	Three Year Olds	2	13	C	24	C	NA	NA	Nap
Main	I-1R-3's	Two Year Olds and Three Year Olds	1	14	C	21	C	NA	NA	Nap
					Total Capacity @35 sq. ft.: 215	Total Capacity @25 sq. ft.: 252				
Total # Children this Date: 120			Total Capacity @35 sq. ft.: 215			Total Capacity @25 sq. ft.: 252				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A-Left-Infants,1's,2's	25	C
Main	Playground B-Back-4's & Up	85	C
Main	Playground C-Right-3's	75	C

### Comments

On this date, consultant followed up to previous visit and conducted an on-site monitoring visit. An admin review was completed, and a signature was obtained on the administrative review letter.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, only if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of 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 is 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.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

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.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Provided updated staff orientation checklist.

Plan of Improvement: Developed This Date 08/16/2022

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

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Sabrina Jackson, 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)**

**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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed in the classroom:

-C-3L: The first and third drawer on the left and on the first and second drawers on the right were observed to be unlocked and contained wipes packaging which read keep out of reach of children and diaper cream.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The teacher removed the wipes and diaper cream during the visit.

**Correction Deadline: 8/16/2022**

**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 items in the classrooms were in need of repair and cleaning:

- C-3L: There was chipping paint near the vent in the ceiling. The bathroom light was observed to not be working and the vents were observed to be dusty.
- D-Middle: The bathroom vents were observed to be dusty. The light in the bathroom was observed to not be working.
- E-5R: The classroom vents were observed to be dusty.
- F-4R: The classroom and bathroom vents were observed to be dusty. Two lights were observed to not be working in the classroom.
- G-3R: The classroom and bathroom vents were observed to be dusty.
- H-2R: The vents in the bathroom and classroom were observed to be dusty.
- I-1R: The vents in the classroom were observed to be dusty. There was chipping paint observed on the ceiling at the first vent in the classroom

**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: 8/16/2022**

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

**Not Met**

**Correction Deadline: 4/29/2022**

**Corrected on 8/16/2022**

**.26(8) - The previous citation was observed to be corrected in that there was enough mulch in the fall zone areas. Please ensure to refluff and redistribute mulch daily on the playgrounds.**

**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 the following hazards were observed on the following playgrounds:

- A Left playground: There was a cracked PVC in the first section towards the back of the playground in two areas. Also, there was a broken red, blue and green push toy observed on the playground.
- B Back playground: Four drains were observed to be missing covers.
- C Right playground: The coating was observed to be worn on two stairs and ladder of the yellow and red climbing structure and on the third stair.

**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: 9/23/2022**

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.17(7) - Please ensure that staff are washing infants hands after diapering and following hand washing procedures.

**Correction Deadline: 8/16/2022**

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 4/29/2022****Corrected on 8/16/2022**

**.21(3) - The previous citation was corrected. Please ensure to complete the new fire drill form consistently and remove the old forms so that they are not accidentally used.**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)****Technical Assistance****Technical Assistance**

591-1-1-.13(5) - Please ensure that the dates that parents signed are recorded on the field trip forms.

**Correction Deadline: 8/16/2022****Technical Assistance**

591-1-1-.13(6) - Please ensure that all the children's information is completed on their medical emergency forms including their physician's information.

**Correction Deadline: 8/16/2022**

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

591-1-1-.36(4)(d) requires that each vehicle have a functioning heating system. It was determined based on observation that the vehicle tag number RXS 2234 which was used during the visit was observed to not have the air conditioner working.

**POI (Plan of Improvement)**

The center will ensure that the heater is functioning appropriately.

**Correction Deadline: 8/16/2022****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 one child participating in transportation during the week of August 22, 2022, did not have evidence of a parent authorization form uploaded or submitted.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 8/17/2022****Technical Assistance**

591-1-1-.36(7)(b) - Please ensure that the medical facility the center uses is completed on all transportation forms for all children participating in transportation. This information should be completed by the center.

**Correction Deadline: 8/17/2022**

**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 one child participating in transportation during the week of August 22, 2022 did not have their medical emergency form submitted in KOALA or to the consultant.

**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: 8/16/2022**

**Recited on 8/16/2022**

**Sleeping & Resting Equipment**

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

**Not Met**

**Finding**

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that the B-2L classroom did not have sheets during naptime as they were being laundered and C-3L classroom received their sheets after being washed after children had already fallen asleep at naptime.

**POI (Plan of Improvement)**

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly. Please ensure that classrooms have their sheets and blankets prior to naptime.

**Correction Deadline: 8/16/2022**

**Finding**

591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that the B-2L classroom did not have blankets during naptime as they were being laundered and C-3L classroom received their blankets after being washed after children had already fallen asleep at naptime.

**POI (Plan of Improvement)**

The Center will ensure that a light cover is available for each child and will meet the requirements for Please ensure that sheets and blankets are laundered prior to naptime.

**Correction Deadline: 8/16/2022**

**Staff Records**

**Records Reviewed: 35**

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

Staff # 1

Met

Date of Hire: 07/18/2022

Staff # 2 Date of Hire: 10/06/2014	Met
Staff # 3 Date of Hire: 06/17/2022	Met
Staff # 4 Date of Hire: 03/21/2022	Met
Staff # 5 Date of Hire: 07/06/2022	Met
Staff # 6 Date of Hire: 04/02/2018	Met
Staff # 7 Date of Hire: 10/06/2014	Met
Staff # 8 Date of Hire: 11/18/2019	Met
Staff # 9 Date of Hire: 07/11/2022	Met
Staff # 10 Date of Hire: 10/02/2019	Met
Staff # 11 Date of Hire: 12/03/2020	Met
Staff # 12 Date of Hire: 08/03/2015	Met
Staff # 13 Date of Hire: 02/01/2022	Met
Staff # 14 Date of Hire: 06/11/2022	Met
Staff # 15 Date of Hire: 07/29/2019	Met
Staff # 16 Date of Hire: 01/26/2018	Met



Staff # 17	Met
Date of Hire: 10/26/2015	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 08/08/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 20	Not Met
Date of Hire: 04/11/2022	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 21	Met
Date of Hire: 10/06/2017	
Staff # 22	Met
Date of Hire: 05/18/2022	
Staff # 23	Met
Date of Hire: 10/06/2014	
Staff # 24	Met
Date of Hire: 02/10/2020	
Staff # 25	Met
Date of Hire: 10/06/2014	
Staff # 26	Met
Date of Hire: 08/03/2015	
Staff # 27	Met
Date of Hire: 06/18/2021	
Staff # 28	Met
Date of Hire: 11/23/2021	
Staff # 29	Met
Staff # 30	Met
Date of Hire: 05/31/2022	
Staff # 31	Met
Date of Hire: 03/14/2022	

Staff # 32	Met
Date of Hire: 06/12/2017	
Staff # 33	Met
Date of Hire: 04/11/2022	
Staff # 34	Met
Date of Hire: 01/17/2022	
Staff # 35	Met
Date of Hire: 04/11/2022	

**Staff Credentials Reviewed: 14**

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

**Comment**

- Criminal record checks were observed to be complete.
- Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.
  - Please ensure that records checks are redone if there is a six-month break in service.
  - Please also ensure that satisfactory records checks are updated before the expiration date.
  - Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.
  - Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

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**591-1-1-.14 First Aid & CPR Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff #20 did not have current evidence of CPR and First Aid training uploaded.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 9/23/2022**

**Recited on 8/16/2022**

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**591-1-1-.33 Staff Training Not Met**

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that staff #20 did not have current evidence of Health and Safety Orientation Training submitted or uploaded.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 9/17/2022**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date. Discussed 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.