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: 7/18/2023 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 6:30 PM

CCLC-52187
Kids Harbor of Rosebud

3058 Rosebud Road Loganville, GA 30052 Gwinnett County
CCLC-52187 director.rosebud@kids-harbor.com

Regional Consultant
Amanda Schofield
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Joint with: Amanda Schofield, Dianne Clarke

Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
07/18/2023	Licensing Study	Good Standing
11/14/2022	Complaint Investigation Follow Up	Good Standing
11/14/2022	Complaint Closure	Good Standing

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.

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	6	C	19	C	NA	NA	Nap,Feeding,Flo or Play
Main	B-2L-1's	One Year Olds	2	13	C	16	C	NA	NA	Circle Time
Main	C-3L-2's	One Year Olds and Two Year Olds and Three Year Olds	2	17	C	19	C	NA	NA	Snack,Outside, Centers
Main	D-Middle-3's & Up	Three Year Olds and Four Year Olds	1	15	C	24	C	NA	NA	Outside,Lunch
Main	E-5R-4's & Up	Six Year Olds and Over	2	16	C	35	C	50	C	TV,Centers
Main	F-4R-4's & Up	Six Year Olds and Over	4	21	C	29	C	40	C	Field Trip
Main	G-3R-4's	Five Year Olds and Six Year Olds and Over	2	13	C	28	C	39	C	Lunch,Circle Time
Main	H-2R-3's	Three Year Olds and Four Year Olds	2	20	C	24	C	NA	NA	Outside,Lunch
Main	I-1R-3's	Two Year Olds and Three Year Olds	2	17	C	21	C	NA	NA	Outside,Centers
		Total Capacity @35 sq. ft.: 215			Total Capacity @25 sq. ft.: 252					
Total # Children this Date: 138		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

The purpose of this visit was to conduct a licensing visit. Staff files and criminal records checks were reviewed.

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, 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.

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.

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.

One day letter was left with director.

Plan of Improvement: Developed This Date 07/18/2023

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

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), do the following:

1) Log into DECAL KOALA 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.

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 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 a1 855-800-7747 or qualityrated@decal.ga.gov **for more information. Free techincal assistance is available!**

Sabrina Jackson, Program Official	Date	Amanda Schofield, Regional Consultant	Date
Amanda Schofield, Regional Consultant	Date	Dianne Clarke, Lead Consultant	Date

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(Findings Report)

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR) **Not Met**

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

Finding
591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based observation that there was a computer monitor on the teacher's desk which was observed to be unsecured,

POI (Plan of Improvement)
The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 7/18/2023

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

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 5 **Records with Missing/Incomplete Components: 2**

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 5 Not Met

Records Reviewed: 5	Records with Missing/Incomplete Components: 2

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on an observation that child #3 was missing emergency contact addresses. Child # 5 was missing emergency contacts addresses and mother and father work address

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: 7/18/2023

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 that the following hazards were accessible:
-Classroom C- The trash can in the children's restroom was missing a lid, there were plastic grocery bags in children cubbies, and wipes packaging that read " keep out the reach of children" .
-Classroom D- There was a broom and dust pan observed to be stored behind the easel.
-Classroom F- There was a box of baking soda and Borax in the cabinet on the left upon entrance labeled " keep out of the reach of children', plastic bags in the cubbies located in the block area, and plastic garbage bag on top of the sand table .
-Classroom H- There was a bottle of sunscreen in a child's cubby labeled "keep out of the reach of children".
-Classroom I- There were grocery bags and wipes packaging in the children's cubbies labeled "keep out of the reach of children" .

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 teachers immediately removed items during the visit.

Correction Deadline: 7/18/2023

Technical Assistance

591-1-1-.25(3) - The consultant discussed with the teachers to please ensure that bathroom vents are cleaned as needed.

Correction Deadline: 7/18/2023

591-1-1-.26 Playgrounds(CR) — Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on an observation that there were fencing hazards on the following playground:

-Playground A Left: There was a gap at the top gate that separates playground A & B.
-Playground B Back: The bottom gate was detached posing potential hazards to children throughout.
-Playground C Right: The back right corner there was a gap at the bottom of the fence measuring four inches.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use. The director stated that maintenance came to observe the playground to make repairs. Director will send photos and inform consultant if an extension is needed.

Correction Deadline: 8/1/2023

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 chipping paint on the yellow and red slide.
-B Back playground: There were two drains extender observed to be detached from the drain pipe and a rusted ball box with a broken and bent wheel located by classroom D exit door. Along the walkway, there was a blue cracked sand table base located against the wall. Also, there was chipping paint on the yellow and red slide.
-C Right playground: There was a water hose and an inflatable swimming float in the storage area/walk way. Also, there was chipping paint on the yellow and red slide.

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. The director also stated they are in the process of painting the play area.

Correction Deadline: 8/18/2023

Recited on 7/18/2023

Food Service

591-1-1-.18 Kitchen Operations — Technical Assistance

Technical Assistance

591-1-1-.18(8) - The consultant discussed with the cook to please ensure to label the milk containers when not stored in original containers. Also, to ensure that the containers have caps/lids on them at all times.

Correction Deadline: 7/18/2023

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment
Proper hand washing observed throughout the center.

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

Comment
The Provider currently does not dispense/administer medication.

Safety

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

Comment
Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR) **Not Met**

Technical Assistance
591-1-1-.13 - Please ensure that parents write the date when signing field trip forms.

Finding
591-1-1-.13(6) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on an observation that four children were missing emergency medical form for the date June 20th and June 30th.

POI (Plan of Improvement)
Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip. The director stated she will send updated forms.

Correction Deadline: 7/18/2023

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 observation that all 31 parental authorization forms were missing for the week May 15 and May 22nd.

POI (Plan of Improvement)
The Center will obtain the required written parental authorization.

Correction Deadline: 7/19/2023

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 nine out of 31 children being transported during the week of May 15 and May 22, 2023, were missing emergency medical forms.

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. Director stated she will complete the forms and email to the consultant.

Correction Deadline: 7/19/2023

Sleeping & Resting Equipment

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

Comment
Pleasant naptime environment observed.

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Not Met**

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 an individual #27 present did not have a fingerprint application submitted and was present at the facility and was observed to not be supervised.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will ensure that any independent contractors present without a fingerprint records check letter will submit a fingerprint application or be supervised at all times 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 review the CRC modules to ensure the CRC rules are maintained. The director stated that management will accompany individuals at all times.

Correction Deadline: 7/18/2023

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 an individual #27 present did not have a fingerprint records check letter determination and was observed to not be supervised.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will complete a records check determination for any independent contractors that will be present prior to being at the facility or supervise at all times 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 CRC modules to ensure the CRC rules are maintained. The director stated that management will accompany individuals at all times.

Correction Deadline: 7/18/2023

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

Comment
Evidence observed of 100% of center staff certified in First Aid and CPR.

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 an review of records staff # 6 date of hire April, 13, 2023 was missing Health and safety training.

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. Director stated the staff member will be finished by Friday.

Correction Deadline: 8/18/2023

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

Comment
Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Correction Deadline: 11/14/2022

Corrected on 7/18/2023
.32(2) - The previous citation were observed to be corrected on this date. Staff child ratio were met.

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

Comment
Adequate supervision observed on this date.