



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: 2/17/2021 **VisitType:** Licensing Study

Arrival: 3:30 PM

Departure: 5:00 PM

CCLC-49094

Kids 'R' Kids Hamilton Mill

3690 Ridge Road Buford, GA 30519 Gwinnett County
 (678) 482-5437 kelsi@kidskidshamiltonmill.com

Regional Consultant

Mandi Sloan

Phone: (770) 357-5097

Fax: (770) 357-5098

mandi.sloan@dec.al.gov

Mailing Address

Same

Quality Rated: No

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.
02/17/2021	Licensing Study	Good Standing	
12/30/2020	Complaint Investigation by Phone	Good Standing	
12/22/2020	Complaint Investigation by Phone	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/100	6wks-12mth	Infants	3	8	C	19	C	NA	NA	Floor Play, Feeding, Nap
Main	B-2L/150	6wks-12mths	One Year Olds	2	10	C	19	C	NA	NA	Outside
Main	C-3L/200	1's	Two Year Olds	3	15	C	20	C	NA	NA	Lunch, Transitioning
Main	D-4L/250	2's	Three Year Olds	3	17	C	19	C	NA	NA	Outside
Main	E-1M/300	2's	Two Year Olds and Three Year Olds	3	11	C	30	C	NA	NA	Centers
Main	F-2M/350	3's	Three Year Olds	3	17	C	26	C	37	C	Centers
Main	G-3M/400	3's	PreK	2	15	C	26	C	37	C	Outside
Main	H-4M/450	3+4's	PreK	2	15	C	26	C	37	C	Lunch
Main	I-5M/500	4's	PreK	2	11	C	26	C	37	C	Outside
Main	J-5M/550	4's	PreK	2	14	C	26	C	37	C	Music
Main	K-BR/5+up	after school	Five Year Olds	1	3	C	70	C	98	C	Centers
Total Capacity @35 sq. ft.:						307	Total Capacity @25 sq. ft.:		390		
Total # Children this Date: 136						Total Capacity @35 sq. ft.:	Total Capacity @25 sq. ft.:		390		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A /Left	20	C


Main	Playground B/Back Left	44	C
Main	Playground C/Middle	46	C
Main	Playground D/Back right	55	C
Main	Splash Pad/Special Use/Right	16	C

Comments

An Administrative Review was conducted on February 17, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on February 24, 2021 with the provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order was reviewed. The new infant feeding plan was shared with the provider on this date.



Plan of Improvement: Developed This Date 02/17/2021

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

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.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

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)

Kelsi Hickey, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

Date: 2/17/2021 **VisitType:** Licensing Study **Arrival:** 3:30 PM **Departure:** 5:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

Technical Assistance

591-1-1-.08(6) - The consultant discussed with the provider to ensure that arrival and departure records shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure.

Correction Deadline: 2/17/2021

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)**Met****Comment**

Center appears clean and well maintained.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground appeared to be clean and in good repair upon virtual walk through.

Food Service**591-1-1-.18 Kitchen Operations****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Kitchen appeared to be clean and well organized. Meal service was stated to take place in classrooms rather than in a congregated or communal setting.

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

Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

Hand washing requirements were discussed with the Director/Provider on this date.

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

Correction Deadline: 12/11/2020

Corrected on 2/17/2021

.20(1) - The previous citation was completed on this date as medication records were observed to be complete.

Policies and Procedures

Technical Assistance

591-1-1-.29 - The consultant discussed the new required reporting requirements with the provider on this date.

Safety

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

Met

Correction Deadline: 12/11/2020

Corrected on 2/17/2021

.11(2) - The previous citation was corrected on this date as a positive learning environment was observed during the virtual walk through. Further, staff stated redirection as the program's policy for discipline.

591-1-1-.13 Field Trips(CR)

Met

Comment

Center does not participate in field trips at this time.

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 a check or other mark/ symbol was not present to account for the unloading of five children during afternoon pickup on February 12, 2021 from Friendship 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: 2/18/2021

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. Sleeping and Resting was not directly observed during the virtual walk through. Regulations regarding proper sleeping and resting were discussed with the Provider on this date.

Staff Records

Records Reviewed: 45

Records with Missing/Incomplete Components: 9

Staff # 1

Met

Date of Hire: 07/15/2020

Staff # 2

Met

Staff # 3	Met
Staff # 4	Met
Date of Hire: 02/15/2021	
Staff # 5	Met
Date of Hire: 07/15/2020	
Staff # 6	Not Met
Date of Hire: 06/12/2020	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 7	Met
Date of Hire: 10/28/2019	
Staff # 8	Met
Date of Hire: 08/21/2018	
Staff # 9	Met
Date of Hire: 02/01/2021	
Staff # 10	Met
Staff # 11	Met
Date of Hire: 07/10/2020	
Staff # 12	Met
Date of Hire: 08/01/2020	
Staff # 13	Not Met
Date of Hire: 07/08/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 14	Not Met
Date of Hire: 07/22/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 15	Met
Date of Hire: 12/02/2019	
Staff # 16	Met
Date of Hire: 11/22/2019	

Staff # 17 Date of Hire: 10/09/2018	Met
Staff # 18 Date of Hire: 06/12/2020	Met
Staff # 19 Date of Hire: 07/07/2020	Met
Staff # 20 Date of Hire: 06/04/2018	Met
Staff # 21 Date of Hire: 07/13/2020	Met
Staff # 22 Date of Hire: 06/15/2020	Met
Staff # 23 Date of Hire: 03/01/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 24 Date of Hire: 10/18/2018	Met
Staff # 25 Date of Hire: 10/26/2020	Met
Staff # 26 Date of Hire: 02/01/2021	Met
Staff # 27 Date of Hire: 01/18/2021	Met
Staff # 28	Met
Staff # 29 Date of Hire: 06/26/2018 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 30 Date of Hire: 08/29/2018 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met

Staff # 31 Date of Hire: 02/05/2021	Met
Staff # 32 Date of Hire: 05/08/2020 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 33 Date of Hire: 07/31/2018 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 34 Date of Hire: 07/22/2019	Met
Staff # 35 Date of Hire: 09/20/2019	Met
Staff # 36 Date of Hire: 07/10/2020 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 37 Date of Hire: 02/19/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 38 Date of Hire: 06/21/2018	Met
Staff # 39	Met
Staff # 40 Date of Hire: 02/11/2021	Met
Staff # 41 Date of Hire: 12/14/2020	Met
Staff # 42 Date of Hire: 06/20/2020 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 43	Met

Date of Hire: 10/19/2020

Staff # 44

Met

Date of Hire: 02/10/2021

Staff # 45

Met

Date of Hire: 10/04/2018

Staff Credentials Reviewed: 18

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

Technical Assistance

Technical Assistance

591-1-1-.09(1) - The consultant discussed with the provider to ensure that a new staff member, stated to begin sometime in February or March of 2021, submits to the out of state record check process so that a satisfactory record check determination is received prior to being on site while children are present for care.

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 12 file(s) for employees hired since the last visit.

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 the following staff persons who are beyond their first 90 days of employment and provide direct care to children had not satisfactorily obtained certification in CPR as it was observed to have been taken through an online source: Staff member # 6, Staff member # 13, Staff member # 14, Staff member # 29, Staff member # 30, Staff member # 32, Staff member # 33, Staff member # 36 and Staff member # 42.

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: 3/19/2021

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

Technical Assistance

Technical Assistance

591-1-1-.31(13) - The consultant discussed with the provider to ensure compliance with the executive order in that no outside vendors are allowed on the child care premises. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

Correction Deadline: 2/17/2021

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.