



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: 3/22/2018 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 2:15 PM

CCLC-38313

Herrington Academy

1101 Herrington Road Lawrenceville, GA 30044 Gwinnett County
 (678) 377-5633 Academyonherrington@gmail.com

Regional Consultant

Tamra Thomas

Phone: (770) 405-7962

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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.
03/22/2018	Licensing Study	Good Standing	
10/11/2017	Monitoring Visit	Good Standing	
04/25/2017	Monitoring Visit	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
Single	A/1R	Infants	1	5	C	21	C	NA	NA	Feeding,Circle Time
Single	B/1L	One Year Olds	1	6	C	12	C	NA	NA	Floor Play,Diapering
Single	C/2L	Two Year Olds	1	10	C	19	C	NA	NA	Circle Time
Single	D/3L	Three Year Olds	2	17	C	21	C	29	C	Transitioning,Circle Time
Single	E/4L	Three Year Olds	1	14	C	20	C	28	C	Diapering,Centers
Single	F/2R	PreK	2	21	C	21	C	29	C	Centers
Single	G/3R	PreK	2	20	C	20	C	27	C	Centers
Total Capacity @35 sq. ft.: 134			Total Capacity @25 sq. ft.: 165							
Total # Children this Date: 93			Total Capacity @25 sq. ft.: 165							

Building	Playground	Playground Occupancy	Playground Compliance
Single	PG /A/R Front	21	C
Single	PG/B/R Back	38	C
Single	PG/C/L Front	25	C
Single	PG/D/L Back	37	C
Single	PG/E/Mid Back	20	C

Comments

The provider will print the updated July 1, 2017 DECAL rule and regulation handbook.

Plan of Improvement: No Plan Developed

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.al.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://dec.al.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Aksheba Hudson, Program Official

Date

Tamra Thomas, 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-.03 Activities

Met

Comment

Lesson Plans were posted for the current week on this date.

Correction Deadline: 3/22/2018

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 on observation class F/2R had a flat screen TV and portable xerox machine sitting on the cubby 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: 3/22/2018

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Child # 1

Met

Records Reviewed: 8**Records with Missing/Incomplete Components: 0**

Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met

591-1-1-.08 Children's Records**Met****Comment**

Provider has a electronic system for parent sign-in/out, which requires fingerprint identification that malfunctions at times. Consultant discussed using a manual form as a back-up to ensure all children present are signed in/out as required.

Correction Deadline: 3/22/2018**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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)**Technical Assistance****Technical Assistance**

Discussed with the provider to ensure brooms are stored on a broom clip or in storage closets.

Correction Deadline: 3/22/2018**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Discussed with the provider to ensure the gates separating each playground area is kept latched at all times.

Correction Deadline: 3/22/2018**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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**

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures**591-1-1-.27 Posted Notices****Met****Comment**

The provider had all required postings, but the director and designated persons in charge was being updated on this date.

Correction Deadline: 3/22/2018

Safety**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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)**Met****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Comment**

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.

Technical Assistance

Consultant discussed with the staff to ensure infant sheets are changed daily.

Staff Records

Records Reviewed: 19

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 08/01/2016	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 01/23/2018	
Staff # 4	Met
Date of Hire: 08/29/2016	
Staff # 5	Met
Date of Hire: 02/28/2015	
Staff # 6	Met
Date of Hire: 05/19/2015	
Staff # 7	Not Met
Date of Hire: 02/15/2016	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 8	Not Met
Date of Hire: 05/09/2016	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training	
Staff # 9	Met
Date of Hire: 05/19/2015	
Staff # 10	Met
Date of Hire: 07/03/2015	
Staff # 11	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 12	Met
Date of Hire: 08/29/2016	
Staff # 13	Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 3**

Date of Hire: 01/15/2018

Staff # 14 Met

Date of Hire: 01/30/2018

Staff # 15 Met

Date of Hire: 01/30/2017

Staff # 16 Met

Date of Hire: 02/06/2017

Staff # 17 Met

Date of Hire: 08/01/2016

Staff # 18 Met

Date of Hire: 07/31/2017

Staff # 19 Met

Date of Hire: 06/12/2017

Staff Credentials Reviewed: 19

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

Criminal records checks were observed to be complete.

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 two staff did not have proof of first aid and CPR on file this date.

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: 4/21/2018**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 training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records a staff member did not have Health and Safety training within ninety days of hire.

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.

Correction Deadline: 4/21/2018

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date. Consultant discussed with the staff in class D/3L to ensure when children are playing on the slide to provide close oversight supervision.