



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: 11/17/2020 **VisitType:** Licensing Study

Arrival: 12:00 PM

Departure: 4:00 PM

CCLC-38313

Herrington Academy

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

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

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. |
|------------------------------------|------------------|---------------|--|
| 11/17/2020 | Licensing Study | Good Standing | |
| 02/17/2020 | Monitoring Visit | Good Standing | |
| 09/17/2019 | 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 |
|---------------------------------|------|-----------------------------------|---------------------------------|----------|------|------------|--------------|------------|--------------|--------------------|
| Single | A/1R | Infants and One Year Olds | 2 | 5 | C | 21 | C | NA | NA | Nap |
| Single | B/1L | One Year Olds | 1 | 6 | C | 12 | C | NA | NA | Nap |
| Single | C/2L | Two Year Olds | 2 | 10 | C | 19 | C | NA | NA | Nap |
| Single | D/3L | Three Year Olds | 2 | 12 | C | 21 | C | 29 | C | Nap |
| Single | E/4L | Four Year Olds and Five Year Olds | 1 | 5 | C | 20 | C | 28 | C | Centers |
| Single | F/2R | PreK | 2 | 15 | C | 21 | C | 29 | C | Nap, Transitioning |
| Single | G/3R | PreK | 1 | 15 | C | 20 | C | 27 | C | Nap |
| Total Capacity @35 sq. ft.: 134 | | | Total Capacity @25 sq. ft.: 165 | | | | | | | |
| Total # Children this Date: 68 | | | Total Capacity @35 sq. ft.: 134 | | | | | | | |
| | | | 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

An administrative review was completed on November 19, 2020. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on November 17, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 11/18/2020

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/RuleAndRegulations.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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 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.state.ga.us/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).

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

Irene Dames, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 11/17/2020 **VisitType:** Licensing Study

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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

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.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3

Met

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

Met

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

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 |
|--|-----------------------------|

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.

Technical Assistance

Consultant discussed securing cleaning tools (i.e., broom, plunger) out of reach of children.

| | |
|------------------------------------|------------|
| 591-1-1-.26 Playgrounds(CR) | Met |
|------------------------------------|------------|

Comment

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Refluff resilient surface as needed.

| |
|---------------------|
| Food Service |
|---------------------|

| | |
|---|-----------------------------|
| 591-1-1-.15 Food Service & Nutrition | Technical Assistance |
|---|-----------------------------|

Comment

Center menu meets USDA guidelines.

Technical Assistance

Please ensure that the following information is documented on all infant feeding plans:

- Instructions from the parent(s) shall be updated regularly as new foods are added or other dietary changes are made.
- The child's feeding schedule.
- The amount of formula or breast milk to be given.
- Instructions for the introduction of solid foods.
- The amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies.

| | |
|---------------------------------------|------------|
| 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

Staff state proper knowledge of diapering procedures.

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

Comment

Staff stated the proper handwashing procedures for staff and children.

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

Documentation for medication dispensing observed complete.

Organization**591-1-1-.16 Governing Body & License****Technical Assistance****Technical Assistance**

Playground E/Mid Back is currently not in use. Per the director and owner, a potential extension of the building is being considered in the documented playground area. The consultant discussed the amendment process with the director. Please ensure to submit the following documents upon construction being completed:

- Amendment application - Requesting a change in the use of licensed space.
- Floor plan
- Site plan
- Revised certificate of occupancy
- Fire marshal inspection
- Sewage/septic tank approval (if applicable)

Correction Deadline: 11/17/2020

Policies and Procedures**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

The consultant discussed required reporting requirements via DECAL KOALA.

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

Center does not keep animals on premises.

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

A virtual visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the director 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**

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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.

Staff Records**Records Reviewed: 20****Records with Missing/Incomplete Components: 0**

| | |
|--------------------------|---------|
| Staff # 1 | Met |
| Date of Hire: 08/03/2018 | |
| Staff # 2 | Met |
| Date of Hire: 08/24/2017 | |
| Staff # 3 | Met |
| Date of Hire: 06/20/2018 | |
| Staff # 4 | Met |
| Date of Hire: 01/30/2018 | |
| Staff # 5 | Met |
| Date of Hire: 08/17/2015 | |
| Staff # 6 | Met |
| Date of Hire: 08/01/2016 | |
| Staff # 7 | Met |
| Date of Hire: 05/19/2015 | |
| Staff # 8 | Met |
| Date of Hire: 04/10/2019 | |
| Staff # 9 | Met |
| Date of Hire: 10/26/2018 | |
| Staff # 10 | Met |
| Date of Hire: 08/01/2016 | |
| Staff # 11 | Met |
| Date of Hire: 08/29/2016 | |
| Staff # 12 | Met |
| Date of Hire: 03/27/2019 | |
| Staff # 13 | Met |
| Date of Hire: 01/27/2020 | |

| | |
|--------------------------|-----|
| Staff # 14 | Met |
| Date of Hire: 05/09/2016 | |
| Staff # 15 | Met |
| Date of Hire: 01/27/2020 | |
| Staff # 16 | Met |
| Date of Hire: 03/07/2019 | |
| Staff # 17 | Met |
| Date of Hire: 07/21/2020 | |
| Staff # 18 | Met |
| Date of Hire: 07/30/2018 | |
| Staff # 19 | Met |
| Date of Hire: 02/18/2019 | |
| Staff # 20 | Met |
| Date of Hire: 08/01/2015 | |

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on February 17, 2020.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The consultant observed 20 of 20 staff members to have evidence of a satisfactory criminal record check letter on file.

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**

Technical Assistance

The consultant discussed the following regarding the required health and safety orientation training with the director:

- Ensure that all newly hired staff members complete health and safety orientation training within the first 90-days of their date of hire.
- Staff will be allowed to transfer their health and safety orientation training if they change employment to another facility if the health and safety orientation training is an approved 10-hour training meeting the new requirements and the training has been obtained within the preceding 12 months.
- Staff members cannot re-take the health and safety orientation training in order to meet the required 10 hours of annual training for at least five years.

The consultant also reminded the director to ensure that all staff members responsible for nutrition services completed the required four-clock hour nutrition training course.

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 review of records that staff member #15, date of hire January 27, 2020, staff member #17, date of hire July 21, 2020, staff member #19, date of hire September 9, 2020, did not complete the required health and safety orientation training within the first 90-days of their date 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 and will ensure that the training includes all required components as required.

Correction Deadline: 12/17/2020

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020. 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

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. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.