



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: 1/22/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:00 AM

CCLC-340

Harmony Academy

3449 Holcomb Bridge Road Norcross, GA 30092 Gwinnett County
 (770) 248-1928 annielle@bellsouth.net

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@dec.al.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. |
|------------------------------------|------------------|---------------|--|
| 01/22/2021 | Licensing Study | Good Standing | |
| 09/16/2020 | Monitoring Visit | Good Standing | |
| 01/23/2020 | 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 |
|----------|-------------|------------------------|-------|----------|------|------------|--------------|------------|--------------|-------------|
| Main | 1L | PreK | 2 | 7 | C | 21 | C | NA | NA | Circle Time |
| Main | 1R | Six Year Olds and Over | 1 | 5 | C | 21 | C | NA | NA | Homework |
| Main | 2L | PreK | 2 | 7 | C | 26 | C | NA | NA | Circle Time |
| Main | 2R | Two Year Olds | 1 | 7 | C | 16 | C | NA | NA | Circle Time |
| Main | 3R | | 0 | 0 | C | 10 | C | NA | NA | Not In Use |
| Main | Back Middle | | 0 | 0 | C | 12 | C | NA | NA | Not In Use |

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 26

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|--------------------|----------------------|-----------------------|
| Main | Infant and Toddler | 14 | C |
| Main | Pre-school | 53 | C |
| Main | School-age | 129 | C |

Comments

An Administrative Review was conducted on January 19, 2021 Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on January 22, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on December 14, 2020 was reviewed during the virtual inspection.

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).



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

Annielle Richardson, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 1/22/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

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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.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Met

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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children records that four of five records were missing addresses of the person(s) to whom the child may be released and one record was missing employment information.

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: 1/22/2021**Recited on 1/22/2021****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)**Met****Comment**

Center appears clean and well maintained.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Playground observed to be clean and in good repair. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

Correction Deadline: 2/2/2020**Corrected on 1/22/2021**

.26(6) - The consultant observed the previous citation to be corrected in that the consultant observed the playground to be clean and in good repair during the virtual visit.

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.

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|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Proper hand washing observed throughout the center. Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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

Comment

The Provider currently does not dispense/administer medication.

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|--------------------------------|
| Policies and Procedures |
|--------------------------------|

| | |
|------------------------------------|------------|
| 591-1-1-.22 Parental Access | Met |
|------------------------------------|------------|

Comment

Parental access requirements are met per current COVID-19 guidelines.

Correction Deadline: 1/22/2021

| | |
|-----------------------------------|-----------------------------|
| 591-1-1-.27 Posted Notices | Technical Assistance |
|-----------------------------------|-----------------------------|

Technical Assistance

591-1-1-.27 - Please make sure that all required signs are posted and up to date.

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|---------------------------------------|------------|
| 591-1-1-.29 Required Reporting | Met |
|---------------------------------------|------------|

Comment

Discussed reporting requirements.

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|---------------|
| Safety |
|---------------|

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|----------------------------|------------|
| 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. Staff stated proper discipline procedures during the virtual visit.

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

Comment

Center does not participate in field trips at this time.

Comment

Center does not provide routine transportation. Consultant must be notified before routine transportation resumes. The bus must have an annual inspection and a current transportation training certificate on file for driver.

| |
|---|
| 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: 12**Records with Missing/Incomplete Components: 6**

| | |
|--|---------|
| Staff # 1 | Met |
| Date of Hire: 10/22/2015 | |
| Staff # 2 | Met |
| Date of Hire: 01/17/2017 | |
| Staff # 3 | Met |
| Date of Hire: 11/11/2011 | |
| Staff # 4 | Not Met |
| Date of Hire: 10/21/2019 | |
| <u>"Missing/Incomplete Components"</u> | |
| .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate | |
| Staff # 5 | Not Met |
| Date of Hire: 10/02/2015 | |
| <u>"Missing/Incomplete Components"</u> | |
| .31(2)(b)2.-Staff Qualifications-Education Missing | |
| Staff # 6 | Not Met |
| Date of Hire: 01/02/2019 | |
| <u>"Missing/Incomplete Components"</u> | |
| .31(2)(b)2.-Staff Qualifications-Education Missing | |
| Staff # 7 | Met |
| Date of Hire: 02/24/2020 | |
| Staff # 8 | Met |
| Date of Hire: 03/03/2014 | |

| | |
|--|---------|
| Staff # 9 | Not Met |
| Date of Hire: 07/31/2019 | |
| <u>"Missing/Incomplete Components"</u> | |
| .33(3)-Health & Safety Certificate | |
| Staff # 10 | Not Met |
| Date of Hire: 09/16/2019 | |
| <u>"Missing/Incomplete Components"</u> | |
| .31(2)(b)2.-Staff Qualifications-Education Missing | |
| Staff # 11 | Met |
| Date of Hire: 02/04/2002 | |
| Staff # 12 | Not Met |
| Date of Hire: 02/06/2018 | |
| <u>"Missing/Incomplete Components"</u> | |
| .33(4)-Food Prep Training Missing 4 hrs. | |

Staff Credentials Reviewed: 8**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****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 September 16, 2020.

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 Met**Comment**

Complete first aid kit observed in center.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

Please be mindful of training expiration dates.

591-1-1-.24 Personnel Records Met**Correction Deadline: 1/28/2020****Corrected on 1/22/2021**

.24(1) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of staff files for staff hired since last visit on January 23, 2020.

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 there was no evidence to show that two staff completed health and safety orientation 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.

Correction Deadline: 1/22/2021

Recited on 1/22/2021

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of staff records that the director did not have evidence to show that four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage was obtained. Neither the cook or the director had evidence of four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage within the first year of employment. Staff member #3, hired on November 11, 2011 had a certificate dated on January 21, 2021.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 1/22/2021

Recited on 1/22/2021

Correction Deadline: 2/22/2020

Corrected on 1/22/2021

.33(5) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of 10 clock hours of annual training for 2020.

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

Not 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.

Comment

Staff observed to be compliant with applicable laws and regulations. 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 December 14, 2020.

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of staff files that three staff labeled as lead teachers did not have evidence to show that they met minimum academic requirements.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 1/22/2021

Recited on 1/22/2021

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|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

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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

Staff observed to provide direct supervision and be attentive to children's needs.