



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: 9/16/2020 **VisitType:** Monitoring Visit

Arrival: 12:30 PM

Departure: 2:00 PM

CCLC-340

Harmony Academy

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

Regional Consultant

Malissa Champion

Phone: (770) 357-4925

Fax: (770) 357-4924

malissa.champion@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.
09/16/2020	Monitoring Visit	Good Standing	
01/23/2020	Licensing Study	Good Standing	
07/11/2019	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
Main	1L	PreK	1	7	C	21	C	NA	NA	Free Play
Main	1R	Five Year Olds	1	5	C	21	C	NA	NA	Homework
Main	2L	PreK	2	8	C	26	C	NA	NA	Nap
Main	2R		0	0	C	16	C	NA	NA	
Main	3R	One Year Olds	1	8	C	10	C	NA	NA	Nap
Main	Back Middle		0	0	C	12	C	NA	NA	

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 28

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 September 16, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 16, 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 16, 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

Malissa Champion, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Correction Deadline: 1/23/2020

Corrected on 9/16/2020

.12(1) - The previous citation was observed to be corrected on this date. The consultant observed the knobs to be replaced on the stove in the dramatic play area.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Defer

Defer

591-1-1-.08(1)-A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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: 1/23/2020

Facility

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center this date. Consultant discussed with provider the licensing capacity and not to exceed the capacity of the original license.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Met
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Comment

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR)	Defer
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Defer

591-1-1-.26(6)- A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

POI (Plan of Improvement)

Staff will check the equipment daily to ensure that the equipment is free of hazards. The owner stated that they would remove the structure.

Correction Deadline: 2/2/2020

Health and Hygiene

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

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

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

Hand washing and sanitizing requirements were discussed with the Director on this date.

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

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.11 Discipline(CR)	Met
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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-.36 Transportation(CR)	Met
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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

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

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 10/22/2015	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 11/11/2011	
Staff # 4	Met
Date of Hire: 10/21/2019	
Staff # 5	Met
Date of Hire: 10/02/2015	
Staff # 6	Met
Date of Hire: 01/02/2019	
Staff # 7	Met
Date of Hire: 02/24/2020	
Staff # 8	Met
Date of Hire: 03/03/2014	
Staff # 9	Met
Date of Hire: 07/31/2019	
Staff # 10	Met
Date of Hire: 09/16/2019	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 02/06/2018	

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 January 23, 2020.

Comment

Criminal record checks were observed to be complete.

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

Correction Deadline: 2/22/2020

Corrected on 9/16/2020

.14(2) - The previous citation was observed to be corrected on this date. CPR and First Aid requirements are met per current COVID-19 guidelines.

591-1-1-.24 Personnel Records**Defer****Defer**

591-1-1-.24(1)- A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 1/28/2020

591-1-1-.33 Staff Training**Defer****Defer**

591-1-1-.33(3)-A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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: 2/22/2020

Defer

591-1-1-.33(4)-A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

POI (Plan of Improvement)

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

Correction Deadline: 2/22/2020

Defer

591-1-1-.33(5)-A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 2/22/2020

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

591-1-1-.31(2)(b)2.-A Virtual Visit was conducted This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

POI (Plan of Improvement)

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

Correction Deadline: 1/23/2020

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.