



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: 6/24/2019 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 1:30 PM

CCLC-38313

Herrington Academy

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

Regional Consultant

Margarita Collier

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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.
06/24/2019	Licensing Study	Good Standing	
01/04/2019	Complaint Closure	Good Standing	
12/03/2018	Complaint Investigation Follow Up	Good Standing	
			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.

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	1	5	C	21	C	NA	NA	Floor Play, Free Play
Single	B/1L	One Year Olds	2	8	C	12	C	NA	NA	Centers
Single	C/2L	Two Year Olds	2	15	C	19	C	NA	NA	Circle Time
Single	D/3L	Three Year Olds	1	13	C	21	C	29	C	Outside
Single	E/4L	Four Year Olds	1	14	C	20	C	28	C	Outside
Single	F/2R	Six Year Olds and Over	1	18	C	21	C	29	C	Art
Single	G/3R	Five Year Olds and Six Year Olds and Over	1	17	C	20	C	27	C	Transitioning
Total Capacity @35 sq. ft.: 134			Total Capacity @25 sq. ft.: 165							
Total # Children this Date: 90			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

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on December 3, 2018.

Plan of Improvement: Developed This Date 06/24/2019

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

Aksheba Hudson, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 6/24/2019 **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)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

Consultant discussed monitoring toys and equipment for normal wear and tear with the director 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

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

Technical Assistance

Comment

Parent agreements observed obtained/completed.

Technical Assistance

Please ensure that parents update the following information for the upcoming 2019 - 2020 school year:

- Parent(s) contact information - Personal and work contact information and work and home addresses.
- Release to person(s) address and contact information.
- Emergency contact person(s) contact information.
- Children's medical conditions and/or allergies as needed.

Comment

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

591-1-1-.19 License Capacity(CR)**Technical Assistance****Comment**

Licensed capacity observed to be routinely met by center.

Technical Assistance

Per owner, the playground E-Mid Back is closed due to the center planning to extend the back exterior of the building in order to add an additional classroom on an undetermined date. The consultant informed the owner to notify the department upon completion of the renovation and submit the following documents:

- Amendment application
- Updated certificate of occupancy
- Updated zoning approval
- Updated fire marshal inspection
- Updated floor plan and site plan

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Comment**

Center appears clean and well maintained.

Technical Assistance

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

591-1-1-.26 Playgrounds(CR)**Not Met****Technical Assistance**

Consultant discussed monitoring playground equipment for normal wear and tear.

Technical Assistance

Discussed maintenance of resilient surface. Please fluff and redistribute.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that a wooden board attached to the wooden fence was broken containing jagged edges creating a potential entrapment hazards.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/24/2019

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the rubber covering attached to the swing chains was peeling located on the back right side of playground B-R Back.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 7/4/2019

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

Technical Assistance

Please ensure that bottles are covered and fully labeled with child's full name.

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**

Proper hand washing observed throughout the center.

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

Per director the center has not administered any medications at this time.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**Technical Assistance****Technical Assistance**

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

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

Technical Assistance

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of transportation records the center did not document the second check of the vehicle for the following school transportation routes:

- May 13, 2019 to morning route to Corley Academy
- May 21, 2019 - May 23, 2019 morning route to Baggett Elementary
- May 21, 2019 - May 23, 2019 morning route to Bethesda Elementary
- May 21, 2019 - May 23, 2019 morning route to Alford Elementary
- May 21, 2019 - May 23, 2019 morning and afternoon route to Corley Elementary
- May 21, 2019 - May 23, 2019 afternoon route from Baggett Oaks Elementary

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 6/24/2019

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****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: 21

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 07/16/2018

Staff # 2	Not Met
Date of Hire: 03/27/2019	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 3	Met
Date of Hire: 08/01/2016	
Staff # 4	Met
Date of Hire: 06/20/2018	
Staff # 5	Met
Date of Hire: 08/29/2016	
Staff # 6	Met
Date of Hire: 02/28/2015	
Staff # 7	Met
Date of Hire: 05/19/2015	
Staff # 8	Met
Date of Hire: 02/15/2016	
Staff # 9	Met
Date of Hire: 07/30/2018	
Staff # 10	Met
Date of Hire: 08/14/2017	
Staff # 11	Met
Date of Hire: 05/09/2016	
Staff # 12	Met
Date of Hire: 05/19/2015	
Staff # 13	Met
Date of Hire: 03/07/2019	
Staff # 14	Met
Date of Hire: 08/29/2016	
Staff # 15	Met
Date of Hire: 06/20/2018	
Staff # 16	Met

Records Reviewed: 21**Records with Missing/Incomplete Components: 1**

Date of Hire: 01/30/2018

Staff # 17

Met

Date of Hire: 01/30/2017

Staff # 18

Met

Date of Hire: 02/18/2019

Staff # 19

Met

Date of Hire: 01/31/2018

Staff # 20

Met

Date of Hire: 10/26/2018

Staff # 21

Met

Date of Hire: 08/01/2016

Staff Credentials Reviewed: 21

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

Consultant discussed monitoring the expiration dates of all staff members criminal record check letters with the director on this date.

Comment

Consultant reviewed 21 staff files on this date. The consultant observed 21 of 21 staff members to have evidence of a comprehensive criminal record check letter on file on this date.

Comment

The consultant reviewed three files for staff members hired since the previous visit was conducted on December 3, 2018. The consultant observed three of three newly hired staff members to have evidence of a criminal record check letter on file on this date.

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

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training**Met****Comment**

Documentation observed of required staff training.

591-1-1-.31 Staff(CR)**Not Met****Technical Assistance**

Consultant discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months with the director on this date. Please ensure that all newly hired lead teachers maintain and update as needed an education plan. Please ensure that a copy of the education plan is available for review during the center's next regulatory visit.

Comment

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on a review of records the center did not have a written plan on file for a newly hired teacher who did not possess the educational credential or degree as required for a lead teacher.

POI (Plan of Improvement)

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan. The consultant will also email the center a sample education plan.

Correction Deadline: 6/24/2019

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

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