



**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:** 8/13/2020    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 2:45 PM

**CCLC-48078**

**Herrington Academy East**

3555 Lee Road Snellville, GA 30039 Gwinnett County  
 (770) 679-4316 Herringtonacademyeast@gmail.com

**Regional Consultant**

Dianne Clarke

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dianne.clarke@dec.al.ga.gov

**Mailing Address**

1101 Herrington Road  
 Lawrenceville, GA 30044

**Quality Rated:** ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/13/2020	Licensing Study	Good Standing	
02/05/2020	Monitoring Visit	Good Standing	
12/30/2019	Complaint Closure	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	A/1L	Infants and One Year Olds	1	5	C	13	C	NA	NA	Free Play, Nap	
Main	B/1R	Three Year Olds	1	7	C	10	C	NA	NA	Nap	
Main	C/Mid L	One Year Olds	1	7	C	11	C	NA	NA	Nap	
Main	D/Mid R	Five Year Olds and Six Year Olds and Over	1	10	C	11	C	NA	NA	Centers	
Main	E//R Rear	PreK	2	5	C	21	C	NA	NA	Nap	
Main	F/R Mid	PreK	1	6	C	20	C	NA	NA	Nap	
Main	G/R Front	Six Year Olds and Over	1	7	C	26	C	NA	NA	Centers	
Total Capacity @35 sq. ft.: 112					Total Capacity @25 sq. ft.: 112						
Total # Children this Date: 47			Total Capacity @35 sq. ft.: 112			Total Capacity @25 sq. ft.: 112			Building @25 capacity limited by Health Department Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	C/Back	162	C
Main	PG B/Middle	259	C
Main	PG/A Front	82	C

### **Comments**

An Administrative Review was conducted on August 12, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 13, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 16, 2020 was reviewed during the virtual inspection.

One day letter left on this date.

Plan of Improvement: Developed This Date 08/13/2020

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/Regulations.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.

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#### 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](mailto: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.

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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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Tra'Vonna King , Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 8/13/2020 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:45 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

Correction Deadline: 2/5/2020

Corrected on 8/13/2020

.12(2) - The previous citation was observed to be corrected in that there was no torn furniture observed during the virtual visits in the classroom. Discussed with the provider regarding ensuring that all vinyl equipment remain in good repair.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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

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

Records were observed to be complete and well organized.

**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date. Discussed regarding ensuring that no hazards are accessible.

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**591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 2/5/2020****Corrected on 8/13/2020****.26(9) - The previous citation was observed to be corrected in that the chains were not rusted and there were no hoses hanging from the fence. Discussed regarding ensuring to check swing chain links and ensure there are no hazards on the playground.****Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Correction Deadline: 2/5/2020****Corrected on 8/13/2020****.10(4) - The previous citation was observed to be corrected in that there were no tears in the diaper changing pad during the virtual visit.**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.22 Parental Access****Met****Comment**

591-1-1-.22 - Parental access requirements are met per the current COVID-19 guidelines.

**Correction Deadline: 8/13/2020**

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**Safety**

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**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.

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

**Correction Deadline: 2/15/2020**

**Corrected on 8/13/2020**

**.36(3)(a-b) - The previous citation was observed to be corrected in that the training was observed to be completed. Discussed regarding ensuring that transportation training is current for all drivers or anyone participating in training as well as the director.**

**Correction Deadline: 2/6/2020**

**Corrected on 8/13/2020**

**.36(7)(b) - The previous citation was observed to be corrected in that all children had their emergency information completed. Discussed regarding ensuring that all information is completed for all children being transported.**

**Correction Deadline: 2/6/2020**

**Corrected on 8/13/2020**

**.36(7)(c)2. - The previous citation was observed to be corrected in that it was recorded each time the children entered and exited the vehicle. Discussed regarding double checking to ensure that transportation logs are completed.**

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**Sleeping & Resting Equipment**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 18****Records with Missing/Incomplete Components: 1**

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Staff # 1

Met

Date of Hire: 10/28/2019

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Staff # 2 Date of Hire: 06/01/2018	Met
Staff # 3 Date of Hire: 08/28/2017	Met
Staff # 4 Date of Hire: 08/03/2020	Met
Staff # 5 Date of Hire: 09/11/2019	Met
Staff # 6 Date of Hire: 07/07/2020	Met
Staff # 7 Date of Hire: 09/18/2017	Met
Staff # 8 Date of Hire: 09/18/2017	Met
Staff # 9 Date of Hire: 12/03/2019	Met
Staff # 10 Date of Hire: 08/22/2018	Met
Staff # 11 Date of Hire: 01/24/2019	Met
Staff # 12 Date of Hire: 09/14/2019	Met
Staff # 13 Date of Hire: 01/22/2020	Met
Staff # 14 Date of Hire: 06/17/2019	Met
Staff # 15 Date of Hire: 03/07/2019	Met
Staff # 16 Date of Hire: 06/30/2020	Met

Staff # 17

Met

Date of Hire: 04/29/2019

Staff # 18

Not Met

Date of Hire: 07/31/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Staff Credentials Reviewed: 5****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that a staff hired on July 31, 2020 was present at the facility on August 13, 2020 and did not have evidence of having submitted a fingerprint application on Gemalto.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that staff completes the Gemalto fingerprint application to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the video units regarding the criminal records check rules and regulations to ensure the CRC rules are maintained.

**Correction Deadline: 8/13/2020****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that a staff hired on July 31, 2020 was observed to be outside of the preceding 12 months and a new application had not yet been submitted. The staff was present at the facility during a virtual visit on August 13, 2020.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that all individuals have a satisfactory letter on file and is also listed in DECAL KOALA prior to being present at the facility to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will review the video units regarding criminal records check to ensure the CRC rules are maintained. The director has submitted an application for criminal records check on August 14, 2020. The staff is not at the facility and cannot return until they have received a satisfactory fingerprint letter.

**Correction Deadline: 8/13/2020****591-1-1-.14 First Aid & CPR****Met**



**Comment**

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

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

591-1-1-.31(13) - A Virtual Visit was conducted due to the COVID-19 pandemic. 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 July 16, 2020.

**Correction Deadline: 8/13/2020**

**Correction Deadline: 3/5/2020**

**Corrected on 8/13/2020**

.31(2)(b)2. - The previous citation was observed to be corrected in that the teacher is currently enrolled in an education credential.

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<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.