



**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

**Cover Sheet**

**Date:** 10/4/2022    **VisitType:** Complaint Investigation Follow Up    **Arrival:** 10:25 AM    **Departure:** 5:00 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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**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.
10/04/2022	Complaint Investigation Follow Up	Good Standing	
08/02/2022	Licensing Study	Good Standing	
02/17/2022	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	A/1L	Infants	1	6	C	13	C	NA	NA	Diapering, Feeding	
Main	B/1R	Two Year Olds	2	14	C	10	NC	NA	NA	Transitioning	
Main	C/Mid L	One Year Olds	1	8	C	11	C	NA	NA	Transitioning, Lunch	
Main	D/Mid R	Two Year Olds	1	8	C	11	C	NA	NA	Art	
Main	E/R Rear	PreK	1	18	C	21	C	NA	NA	Circle Time	
Main	F/R Mid	Three Year Olds and Four Year Olds	2	20	C	20	C	NA	NA	Outside	
Main	G/R Front	PreK	2	18	C	26	C	NA	NA	Circle Time	
Total Capacity @35 sq. ft.: 112					Total Capacity @25 sq. ft.: 112						
Total # Children this Date: 92			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

The investigation remains open on this date, pending additional information. Upon completion the finding will be reviewed with the provider and a final copy of the report will be sent.

This is a complaint investigation and follow up visit.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

One Day Letter Left

Plan of Improvement: Developed This Date

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.al.ga.gov/CCS/RulesAndRegulations.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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

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Herline Ford, Program Official

Date

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Dianne Clarke, Consultant

Date



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**Findings Report**

**Date:** 10/4/2022 **VisitType:** Complaint Investigation Follow Up **Arrival:** 10:25 AM **Departure:** 5:00 PM

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The following information is associated with a Complaint Investigation Follow Up:

	<b>Facility</b>
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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Correction Deadline: 9/20/2022**

**Corrected on 10/4/2022**

.25(3) - The previous citation was observed to be corrected in that the cleaning and repairs have been made. Please ensure that the vents in the classrooms and bathrooms are cleaned and are functioning at all times.

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

**Not Met**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there were hazards on the following playgrounds:

-PG B/Middle: The black material beneath the mulch was exposed under the tire swing and throughout the area with the climber.

-PG/A Front: The black material was observed to be exposed at the picnic table in the sheltered area. Two unraveled hoses were observed to be accessible to the left of the building.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. Discussed regarding ensuring that this material stays covered as it can pose a tripping hazard. The ant bed was treated during the visit.

**Correction Deadline: 10/4/2022**

**Recited on 10/4/2022**

	<b>Health and Hygiene</b>
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**Technical Assistance**

591-1-1-.07(5) - Please ensure that children are not allowed to have pacifier attachments, as they are choking hazards.

**Correction Deadline: 10/4/2022**

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<b>Policies and Procedures</b>
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591-1-1-.21 Operational Policies & Procedures

Met

**Correction Deadline: 8/7/2022**

**Corrected on 10/4/2022**

**.21(3) - The previous citation was observed to be corrected in that a drill was observed to be recorded as being completed on May 23, 2022. Please ensure that drills are recorded at all times on the fire drill form.**

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<b>Safety</b>
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591-1-1-.36 Transportation(CR)

Not Met

**Correction Deadline: 8/7/2022**

**Corrected on 10/4/2022**

**.36(4)(a) - The previous citation was observed to be corrected in that the inspection was observed to be completed for vehicle tag number RJV 7192 on March 7, 2022. Please ensure that inspections are completed and provided during visits.**

**Correction Deadline: 8/3/2022**

**Corrected on 10/4/2022**

**.36(4)(b) - The previous citation was observed to be corrected in that the seat belts in the vehicle tag number RJV 7192 were working and the vehicle RRI 5121 is not in use. Please ensure that seat belts on vehicles being used are operating at all times.**

**Correction Deadline: 8/3/2022**

**Corrected on 10/4/2022**

**.36(4)(f)1. - The previous citation was observed to be corrected in that the RJV 7192 vehicle is the only vehicle used. Please ensure that the seat belts are fully functioning on vehicles being used for transportation.**

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that there was no evidence of parental authorization forms for eight children who were being transported during the week of September 19 and 26, 2022.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 10/4/2022**

**Recited on 10/4/2022**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that there was no evidence of the medical emergency forms for two children being transported, two children were missing their physician's information and one was missing their emergency contact information. The children were being transported during the week of September 19 and 26, 2022.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 10/4/2022**

**Recited on 10/4/2022**

**Correction Deadline: 8/3/2022**

**Corrected on 10/4/2022**

.36(7)(c) - The previous citation was observed to be corrected in that the checklists were observed to be completed for the week of September 19 and 26, 2022. Please ensure that the checklists are maintained and available for review at all times.

**Sleeping & Resting Equipment**

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

**Correction Deadline: 8/2/2022**

**Corrected on 10/4/2022**

.30(1)(b)4 - The previous citation was observed to be corrected in that children were observed to have or were given blankets during naptime. Please ensure that children have a blanket at naptime at all times.

**Staff Records**

**Records Reviewed: 17**

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

Staff # 1	Met
Date of Hire: 08/28/2017	
Staff # 2	Met
Date of Hire: 06/10/2022	
Staff # 3	Met
Date of Hire: 08/27/2022	
	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 4	Not Met
Date of Hire: 09/18/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	

**Records Reviewed: 17****Records with Missing/Incomplete Components: 1**

Staff # 5	Met
Date of Hire: 08/17/2021	
Staff # 6	Met
Date of Hire: 07/15/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 08/09/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Date of Hire: 01/24/2019	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 10/28/2020	
Staff # 11	Met
Date of Hire: 08/29/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Date of Hire: 05/11/2022	
Staff # 13	Met
Date of Hire: 11/01/2021	
Staff # 14	Met
Date of Hire: 08/25/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 15	Met
Date of Hire: 08/17/2021	
Staff # 16	Met
Date of Hire: 04/29/2019	
Staff # 17	Met
Date of Hire: 07/31/2020	

**Staff Credentials Reviewed: 8**


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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**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 staff #4 did not have evidence of a fingerprint application completed.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to complete a fingerprint application for staff prior to them being present at the center 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 CRC modules regarding criminal records to ensure the CRC rules are maintained. The application was submitted during the visit.

**Correction Deadline: 10/4/2022**

**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 staff #4 did not have current evidence of a comprehensive records check determination on file.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to receive a completed a records check determination for staff prior to them being present at 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 childcare 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 CRC modules regarding criminal records to ensure the CRC rules are maintained.

**Correction Deadline: 10/4/2022**