



**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:** 9/15/2021 **VisitType:** Licensing Study

**Arrival:** 1:30 PM

**Departure:** 4:15 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.
09/15/2021	Licensing Study	Good Standing	
02/25/2021	Monitoring Visit	Good Standing	
08/13/2020	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	A/1L	Infants	2	4	C	13	C	NA	NA	Floor Play, Free Play	
Main	B/1R		0	0	C	10	C	NA	NA	Not In Use	
Main	C/Mid L	One Year Olds	1	5	C	11	C	NA	NA	Transitioning, Nap	
Main	D/Mid R	Two Year Olds	2	8	C	11	C	NA	NA	Snack, Nap	
Main	E//R Rear		0	0	C	21	C	NA	NA		
Main	F/R Mid	Three Year Olds	1	13	C	20	C	NA	NA	Snack	
Main	G/R Front		0	0	C	26	C	NA	NA		
Total Capacity @35 sq. ft.: 112						Total Capacity @25 sq. ft.: 112					
Total # Children this Date: 30			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 September 15, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on September 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours.


Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility 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 entered in DECAL KOALA beginning August 2, 2021.



Plan of Improvement: Developed This Date 09/15/2021

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.decal.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 New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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@decals.ga.gov](mailto:CCSRefutations@decals.ga.gov).

- 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://decals.ga.gov/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)

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Herline Ford, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 9/15/2021    **VisitType:** Licensing Study    **Arrival:** 1:30 PM    **Departure:** 4:15 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**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

**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: 2**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Met
Child # 5	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 records that child #1 was missing their mother's work phone number and father's work address and phone number. Child #3 was missing their mother and father's work 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: 9/15/2021**

**Facility**

**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.

**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.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated proper knowledge of diapering procedures.

**Correction Deadline: 2/25/2021**

**Corrected on 9/15/2021**

**.10(4) - The previous citation was observed to be corrected, in that a new diaper changing pad has been purchased.**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

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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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**Safety**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Redirection and talking to the children are used as discipline.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. A current/completed inspection was observed for all vehicles used in transporting children this date. Vehicle inspections were observed for vehicle tag number PZV 7044 on August 21, 2021 and RRI 5121 on August 28, 2021.

**Technical Assistance**

591-1-1-.36(6) - Please remember to ensure that all times to and from destinations are recorded on parent transportation agreements.

**Correction Deadline: 9/16/2021**

**Technical Assistance**

591-1-1-.36(7)(b) - Please ensure that all information is completed on children's medical emergency forms who are being transported.

**Correction Deadline: 9/16/2021**

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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****Records Reviewed: 15****Records with Missing/Incomplete Components: 1**

Staff # 1 Met

Date of Hire: 02/17/2021

Staff # 2 Met

Date of Hire: 06/01/2018

Staff # 3 Met

Date of Hire: 08/28/2017

Staff # 4 Met

**Records Reviewed: 15****Records with Missing/Incomplete Components: 1**

Date of Hire: 08/03/2020

Staff # 5 Met

Date of Hire: 08/11/2021

Staff # 6 Met

Date of Hire: 09/18/2017

Staff # 7 Met

Date of Hire: 09/03/2020

Staff # 8 Met

Date of Hire: 12/03/2019

Staff # 9 Met

Date of Hire: 01/24/2019

Staff # 10 Not Met

Date of Hire: 09/14/2019

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 11 Met

Date of Hire: 06/17/2019

Staff # 12 Met

Date of Hire: 10/28/2020

Staff # 13 Met

Staff # 14 Met

Date of Hire: 04/29/2019

Staff # 15 Met

Date of Hire: 07/31/2020

**Staff Credentials Reviewed: 7****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

-Please ensure that records checks are redone if there is a six-month break in service.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. They should never be by themselves.

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

**Not Met**

**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 records that staff #10 did not have current evidence of their education credential and their period to complete their credential has expired.

**POI (Plan of Improvement)**

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

**Correction Deadline: 12/15/2021**

**Staffing and Supervision**

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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. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.