



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: 1/20/2022 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 1:30 PM

CCLC-340

Harmony Academy

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

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decalfga.gov

Mailing Address

Same

Quality Rated: ★ ★ ★

<u>Compliance Zone Designation</u>			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.
01/20/2022	Licensing Study	Good Standing	
07/23/2021	Monitoring Visit	Good Standing	
01/22/2021	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	1L	GA PreK	2	12	C	21	C	NA	NA	Circle Time
Main	1R	Three Year Olds	1	7	C	21	C	NA	NA	Nap
Main	2L	GA PreK	2	12	C	26	C	NA	NA	Lunch
Main	2R	One Year Olds and Two Year Olds	1	8	C	16	C	NA	NA	Nap
Main	3R		0	0	C	10	C	NA	NA	Not In Use
Main	Back Middle		0	0	C	12	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 39

Total Capacity @35 sq. ft.: 302

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

A joint visit was completed with Stacy Whitten on this date.

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/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



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.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

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)

Annielle Richardson, Program Official

Date

Leena Mitchell, Consultant

Date



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

Findings Report

Date: 1/20/2022 **VisitType:** Licensing Study

Arrival: 12:00 PM

Departure: 1:30 PM

CCLC-340

Harmony Academy

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

Mailing Address
Same

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111
Fax: (706) 310-6944
leena.mitchell@decal.ga.gov

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

591-1-1-.12(4) - Consultant discussed with the Director to ensure the computer monitors in classrooms 1L and 2L are secured with straps or heavy velcro.

Correction Deadline: 1/20/2022

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**Met****Comment**

Records were observed to be complete and well organized.

Facility

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

Bathrooms observed to be clean and well maintained.

Comment

Please monitor bathrooms for necessary supplies.

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

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Comment**

Center appears clean.

Comment

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

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following areas were not in good repair:

- Classrooms 2L, 1R and 2R had peeling and chipping paint along the window sills.
- Classrooms 1R and 2R did not have working exhaust fans in the bathrooms.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 1/20/2022

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

591-1-1-.26 - 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 the following areas of the fence were not in good repair:

- Toddler playground fencing around the A/C unit was leaning and missing a section near the brick wall.
- Pre-school playground wooden fencing on the left and right side had (5) five inch gaps along the bottom of the fence in three areas. The left side of the wooden fence was observed to be leaning at the top. The back chain link fence was observed to be leaning.
- School-age playground on the left side had a section of the chain link fence missing. Director stated that this playground was not in use.

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. Consultant discussed with the Director to ensure adequate supervision at all times while on the playground and monitor children playing near the fence in need of repair.

Correction Deadline: 2/10/2022

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 the Infant/Toddler and preschool playground had trash present and there was a hose on the sidewalk, presenting a tripping hazard on the Infant/Toddler playground.

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.

Correction Deadline: 1/20/2022

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Center menu meets USDA guidelines.

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)

Not Met

Comment

Proper children hand washing observed throughout the center.

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that the staff handwashing sink attached to the diaper changing table in classroom 2R did not have warm running water available.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 1/20/2022

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

Met

Comment

The Provider currently does not dispense/administer medication.

Organization

Technical Assistance

591-1-1-.16(f) - Consultant discussed with owner to either submit an amendment to remove the school age playground or make repairs to ensure compliance.

Correction Deadline: 1/20/2022

Policies and Procedures**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

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

Animals maintained clean and appropriately caged.

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

Please be mindful of voice tone in redirecting children.

Comment

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

591-1-1-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Comment**

Pleasant naptime environment observed. Please ensure that children are placed on cots and mats so that one child's head is toward another child's feet in the same row.

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.

Technical Assistance

591-1-1-.30(1)(b)3 - Consultant discussed with Director to monitor and ensure that cot sheets are in good repair without broken straps.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 7

Staff # 1	Not Met
-----------	---------

Date of Hire: 08/02/2021

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 2	Not Met
-----------	---------

Date of Hire: 01/25/2021

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 3	Not Met
-----------	---------

Date of Hire: 08/03/2021

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 4	Not Met
-----------	---------

Date of Hire: 10/21/2019

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 5	Not Met
-----------	---------

Date of Hire: 08/25/2021

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 6	Met
-----------	-----

Date of Hire: 01/04/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7	Met
-----------	-----

Date of Hire: 07/19/2021

Staff # 8	Not Met
-----------	---------

Date of Hire: 03/21/2014

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 9	Met
-----------	-----

Date of Hire: 02/04/2002

Staff # 10	Not Met
------------	---------

Date of Hire: 09/09/2021

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

The director provided five files for staff members hired since the previous visit conducted on July 23, 2021. The consultant observed five of five newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Not Met****Comment**

Complete first aid kit observed in center.

Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that eight of nine staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 2/19/2022**591-1-1-.33 Staff Training****Met****Comment**

Documentation observed of required staff training.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

591-1-1-.31 Staff(CR)**Met****Correction Deadline: 2/11/2022****Corrected on 1/20/2022**

.31(2)(b)2. - The consultant observed the previous citation to be corrected in that the consultant observed all classrooms to have staff with lead teacher credentials.

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.