



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: 8/1/2022 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 11:30 AM

CCLC-340

Harmony Academy

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

Regional Consultant

Leena Mitchell

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leena.mitchell@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. 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.
08/01/2022	Licensing Study	Good Standing	
05/25/2022	Complaint Closure	Good Standing	
05/19/2022	Complaint Investigation Follow Up	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		2	0	C	21	C	NA	NA	Not In Use
Main	1R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	17	C	21	C	NA	NA	Outside
Main	2L		2	0	C	26	C	NA	NA	Not In Use
Main	2R	One Year Olds and Two Year Olds and Three Year Olds	1	8	C	16	C	NA	NA	Outside
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.: 105						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Building Department			
Total # Children this Date: 25						Total Capacity @35 sq. ft.: 105				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant and Toddler	14	C
Main	Pre-school	53	C

Comments

The purpose of this visit was to conduct a licensing study 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/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



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.state.ga.us 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.

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 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.'

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



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Findings Report

Date: 8/1/2022 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 11:30 AM

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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 variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Technical Assistance

591-1-1-.08 - Please ensure that the parents update the release to persons' names and full addresses and relationship to child on enrollment applications.

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

Bathrooms observed to be clean and well maintained.

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)**Met****Correction Deadline: 1/20/2022****Corrected on 8/1/2022****.25(3) - The consultant observed the previous citation to be corrected in that the consultant observed the facility to be clean and in good repair on this date.****591-1-1-.26 Playgrounds(CR)****Met****Comment**

Playground observed to be clean and in good repair.

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**

Hand washing requirements for diapering were discussed with the director on this date.

Comment

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands. Staff stated proper knowledge.

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

The Provider currently does not dispense/administer medication.

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

Program observed complete emergency drills. Consultant discussed paperwork with provider.

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

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**

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)**Met****Comment**

No infants enrolled on this date, discussed SIDS and infant sleeping position.

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: 12**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 01/25/2021

Staff # 2

Met

Date of Hire: 08/03/2021

Staff # 3

Met

Date of Hire: 10/21/2019

Staff # 4

Met

Date of Hire: 08/25/2021

Records Reviewed: 12**Records with Missing/Incomplete Components: 0**

Staff # 5	Met
Date of Hire: 01/04/2022	
Staff # 6	Met
Date of Hire: 06/03/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 05/31/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Date of Hire: 02/28/2022	
Staff # 9	Met
Date of Hire: 02/04/2002	
Staff # 10	Met
Date of Hire: 09/09/2021	
Staff # 11	Met
Date of Hire: 05/31/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Date of Hire: 07/28/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

The director provided four files for staff members hired since the previous visit conducted on May 19, 2022. The consultant observed four of four newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

Complete first aid kit observed in center.

Comment

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

591-1-1-.33 Staff Training Technical Assistance**Comment**

Documentation observed of required staff training.

Technical Assistance

591-1-1-.33(3) - 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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that at 11:00 a.m. one teacher with eight children was observed on the infant/toddler playground with three one-year-old's, two two-year-old's and were mixed with three three-year-olds.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old.

Correction Deadline: 8/8/2022

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

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