



**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:** 7/23/2021 **VisitType:** Monitoring Visit

**Arrival:** 12:00 PM

**Departure:** 12:45 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

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leena.mitchell@dec.al.ga.gov

**Mailing Address**

Same

**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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 07/23/2021                         | Monitoring Visit | Good Standing |  |
| 01/22/2021                         | Licensing Study  | Good Standing |  |
| 09/16/2020                         | 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     | 1L          |                                 | 0     | 0        | C    | 21         | C            | NA         | NA           | Not In Use |
| Main     | 1R          | Four Year Olds                  | 1     | 14       | C    | 21         | C            | NA         | NA           | Nap        |
| Main     | 2L          |                                 | 0     | 0        | C    | 26         | C            | NA         | NA           | Not In Use |
| Main     | 2R          | One Year Olds and Two Year Olds | 2     | 7        | 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: 21

Total Capacity @35 sq. ft.: 106

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**

Background checks were all reviewed on July 20, 2021. A virtual inspection was conducted on July 23, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.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.

### 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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.

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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Annielle Richardson, Program Official

Date

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Leena Mitchell, Consultant

Date



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### Findings Report

**Date:** 7/23/2021 **VisitType:** Monitoring Visit

**Arrival:** 12:00 PM

**Departure:** 12:45 PM

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The following information is associated with a Monitoring Visit:

|                                 |
|---------------------------------|
| <b>Activities and Equipment</b> |
|---------------------------------|

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**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.

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

**Met**

**Comment**

Center does not provide swimming activities.

|                           |
|---------------------------|
| <b>Children's Records</b> |
|---------------------------|

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

**Met**

**Correction Deadline:** 1/22/2021

**Corrected on** 7/23/2021

.08(1) - The consultant observed the previous citation to be corrected in that the consultant observed five of five children's records to have all required information.

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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

**Met**

**Comment**

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 walk through was conducted on this date due to the COVID-19 pandemic. The Center appeared to be clean and well maintained upon virtual walk through.

**Comment**

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fluff and redistribute resilient surface as needed.

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**Food Service**

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

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 7/23/2021**

**Comment**

591-1-1-.15(7) - Discussed new revision as of October 1, 2020, which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 7/23/2021**

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**Health and Hygiene**

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

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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

The Provider currently does not dispense/administer medication.

## Policies and Procedures

### 591-1-1-.22 Parental Access

Met

#### Comment

591-1-1-.22 - consultant discussed with provider that as of July 1, 2021, custodial parent(s) of the child shall be permitted access to all child care areas of the child care program at any time their child is in attendance.

**Correction Deadline: 7/23/2021**

### 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-.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.

### 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.

#### Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row.

**Correction Deadline: 7/23/2021**

## Staff Records

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Date of Hire: 01/17/2017

Staff # 2

Not Met

Date of Hire: 01/25/2021

**Records Reviewed: 8****Records with Missing/Incomplete Components: 4**"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 3

Not Met

Date of Hire: 10/21/2019

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 4

Not Met

Date of Hire: 10/02/2015

"Missing/Incomplete Components"

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

Staff # 5

Not Met

Date of Hire: 01/02/2019

"Missing/Incomplete Components"

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

Staff # 6

Met

Date of Hire: 03/03/2014

Staff # 7

Met

Date of Hire: 11/11/2011

Staff # 8

Met

Date of Hire: 02/04/2002

**Staff Credentials Reviewed: 10****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

The director provided one file for staff member hired since the previous visit conducted on January 22, 2021. The consultant observed newly hired staff member to have evidence of a satisfactory criminal record check letter on file.

**591-1-1-.14 First Aid & CPR****Technical Assistance****Technical Assistance**

591-1-1-.14 - The consultant discussed first aid and CPR requirements with the director:

- Ensure that all newly hired staff members complete the required first aid and CPR training within 90-days of their date of hire.
- CPR training must have a hands-on training component. Online only CPR training will not be accepted by the department.

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

**Correction Deadline: 1/22/2021**

Corrected on 7/23/2021

.33(3) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of current staff members to have completed health and safety orientation.

Correction Deadline: 1/22/2021

Corrected on 7/23/2021

.33(4) - The consultant observed the previous citation to be corrected in that the consultant observed the cook to have evidence of four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage

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

Not 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.

**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 staff files that two staff labeled as lead teachers did not have evidence to show that they met minimum academic requirements.

**POI (Plan of Improvement)**

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

Correction Deadline: 7/23/2021

Recited on 7/23/2021

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

**Comment**

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. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.

**Comment**

591-1-1-.32(7) - Discussed new revision as of October 1, 2020, 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.

Correction Deadline: 7/23/2021