



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

Date: 9/12/2018 **VisitType:** Monitoring Visit **Arrival:** 2:30 PM **Departure:** 6:30 PM

CCLC-340

Harmony Academy

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

Regional Consultant

Tasha McDonald

Phone: (770) 344-3353

Fax: (678) 891-5601

tasha.mcdonald@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.
09/12/2018	Monitoring Visit	Good Standing	
01/03/2018	Monitoring Visit	Good Standing	
08/30/2017	LS POI 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	PreK	2	22	C	21	NC	NA	NA	Circle Time
Main	1R	Three Year Olds	1	12	C	21	C	NA	NA	Outside, Transitioning
Main	2L	PreK	2	22	C	26	C	NA	NA	Circle Time
Main	2R	Two Year Olds	2	10	C	16	C	NA	NA	Snack
Main	3R	One Year Olds	1	5	C	10	C	NA	NA	Floor Play
Main	Back Middle	Infants	1	3	C	12	C	NA	NA	Floor Play

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 74

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

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on January 1, 2018.

Plan of Improvement: Developed This Date 09/12/2018

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

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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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

Annielle Richardson, Program Official

Date

Tasha McDonald, Consultant

Date



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Findings Report

Date: 9/12/2018 **VisitType:** Monitoring Visit

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Met

Correction Deadline: 5/28/2017

Corrected on 9/12/2018

.06(4) - The previous citation was observed to be corrected on this date. Consultant observed working ventilation in each restroom.

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: 4/28/2017

Corrected on 9/12/2018

The previous citation was observed to be corrected on this date. Consultant observed all hazardous items and/or materials stored in a locked cabinet and/or container on this date.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

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

Met

Correction Deadline: 5/28/2017

Corrected on 9/12/2018

The previous citation was observed to be corrected on this date. Consultant observed the diaper changing areas to be clean and in good repair on this date.

591-1-1-.17 Hygiene(CR)

Met

Comment

Staff were observed to remind children to wash hands.

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

Met

Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Correction Deadline: 4/28/2017

Corrected on 9/12/2018

.21(3) -The previous citation was observed to be corrected on this date. Consultant observed the center to have complete documentation of emergency drills on this date.

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)

Met

Correction Deadline: 5/5/2017

Corrected on 9/12/2018

The previous citation was observed to be corrected on this date. Consultant observed transportation training completed on this date.

Correction Deadline: 5/3/2017

Corrected on 9/12/2018

The previous citation was observed to be corrected on this date. Consultant observed the center's vehicle to have evidence of a current vehicle inspection report on this date.

Sleeping & Resting Equipment

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

Met

Correction Deadline: 4/28/2017

Corrected on 9/12/2018

The previous citation was observed to be corrected on this date. Consultant observed the staff members to implement the proper safe sleep practices on this date.

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 0

Staff # 1 Date of Hire: 08/01/2018	Met
Staff # 2 Date of Hire: 04/01/2002	Met
Staff # 3 Date of Hire: 01/17/2017	Met
Staff # 4 Date of Hire: 06/18/2018	Met
Staff # 5 Date of Hire: 05/01/2018	Met
Staff # 6 Date of Hire: 03/05/2015	Met
Staff # 7 Date of Hire: 12/18/2017	Met
Staff # 8 Date of Hire: 02/06/2016	Met
Staff # 9 Date of Hire: 09/01/2016	Met
Staff # 10 Date of Hire: 08/01/2018	Met
Staff # 11 Date of Hire: 08/27/2018	Met
Staff # 12 Date of Hire: 11/11/2011	Met
Staff # 13 Date of Hire: 06/28/2018	Met
Staff # 14 Date of Hire: 03/09/2009	Met
Staff # 15	Met

Date of Hire: 10/28/2015

Staff Credentials Reviewed: 15

591-1-1-.09 Criminal Records Check(CR)

Technical Assistance

Technical Assistance

591-1-1-.09 - Consultant advised the provider that beginning October 1, 2018:

- That local background checks (with purpose code "W") will no longer be accepted (no more 21-day provisional employment).
- Everyone must have at least a fingerprint-based background check letter before they can be present at the center to care for children.
- The new definition of Provisional Employee includes those with only a satisfactory Fingerprint Records Check Determination. People with this type of clearance are allowed on site, but must be under the direct and continuous supervision of a Director or Employee with a satisfactory Comprehensive Records Check Determination.
- A new comprehensive background check must be run for anyone who has had a lapse of employment in the child care industry that lasts 6 months or longer. (Students-in-Training are considered "employed in the child care industry" if they've been enrolled in a child care related curriculum.)
- Letters will only be accepted at a new facility if they are "ported" electronically.

Correction Deadline: 4/28/2017**Corrected on 9/12/2018****The previous citation was observed to be corrected on this date. Consultant observed all staff members to have evidence of a satisfactory determination letter on file on this date.****591-1-1-.31 Staff(CR)**

Met

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)**

Met

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)

Met

Correction Deadline: 5/30/2017**Corrected on 9/12/2018****.32(7) - The previous citation was observed to be corrected on this date. Consultant observed children to be supervised at all times.**