



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: 2/26/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:30 AM

CCLC-26968

Legacy Academy Berkeley Lake

4565 Peachtree Industrial Blvd Norcross, GA 30092 Gwinnett County
 (770) 573-1700 zalikabennett@legacyacademy.com

Regional Consultant

Leena Mitchell

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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.
02/26/2021	Licensing Study	Good Standing	
09/08/2020	Monitoring Visit	Good Standing	
02/24/2020	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
Building 2	Kindergarten		0	0	C	30	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 30					Total Capacity @25 sq. ft.: 0					
Main	Room A	Infants	1	4	C	15	C	NA	NA	Free Play
Main	Room B	One Year Olds	2	5	C	15	C	NA	NA	Free Play
Main	Room C	One Year Olds	1	2	C	21	C	NA	NA	Free Play
Main	Room D	Two Year Olds	2	13	C	25	C	NA	NA	Centers
Main	Room E	PreK	1	9	C	28	C	NA	NA	Centers
Main	Room F-3A	Three Year Olds	1	11	C	25	C	NA	NA	Centers
Main	Room G-3B		0	0	C	25	C	NA	NA	Not In Use
Main	Room H-Prek 4A	PreK	2	13	C	35	C	NA	NA	Centers
Main	Room I-Prek 4B	PreK	2	14	C	35	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 224					Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request		
Total # Children this Date: 71					Total Capacity @35 sq. ft.: 254					

Building	Playground	Playground Occupancy	Playground Compliance
Main	D- 4-12 yrs	90	C
Main	PG A 6 wks-35 mths	39	C
Main	PG B-3-4 yrs	58	C
Main	PG C- Back Play	17	C

Comments

An Administrative Review was conducted on February 25, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on February 26, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

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

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

Zalika Bennett, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

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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: 1

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3 Met

Child # 4 Met

Child # 5 Met

Comment

Parent agreements observed obtained/completed.

Comment

Records were observed to well organized.

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.08(1)(b)

- requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available.

Correction Deadline: 2/26/2021

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****Comment**

Center appears clean and well maintained.

Comment

No hazards observed accessible to children 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****Not Met****Comment**

Please ensure that sippy cups stored in the refrigerator are covered and fully labeled with child's full name.

Finding

591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. It was determined based on review of records that posted menu did meet the necessary requirements.

POI (Plan of Improvement)

Center Staff will prepare menus and/or serve foods that meet the USDA guidelines and will offer and serve seconds to children.

Correction Deadline: 2/26/2021

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Technical Assistance

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: 2/26/2021

Technical Assistance

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: 2/26/2021

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)**Met****Comment**

Staff were observed to remind children to wash hands. Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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**

Parental access requirements are met per current COVID-19 guidelines.

Correction Deadline: 2/26/2021

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

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting**Technical Assistance****Technical Assistance**

Consultant discussed the following rule with the Provider on this date: 591-1-1-.29(2) -requires the Director or designated person-in-charge to report or cause to be reported any cases or suspected cases of notifiable communicable diseases (COVID-19, Tuberculosis, Measles, etc.) or any viruses or illnesses identified during a public health emergency, immediately to the Department and to the local County Health Department as required by the rules of the Georgia Department of Public Health, Rule 511-2-1, Notification of Disease.

Correction Deadline: 2/26/2021

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. Staff stated proper discipline procedures during the virtual visit.

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**

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 stated proper safe sleep policy and procedure during virtual visit.

Staff Records

Records Reviewed: 20**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/13/2014

Staff # 2	Met
Date of Hire: 08/28/2019	
Staff # 3	Met
Date of Hire: 06/01/2011	
Staff # 4	Met
Date of Hire: 08/01/2016	
Staff # 5	Met
Date of Hire: 08/13/2020	
Staff # 6	Met
Date of Hire: 03/18/2019	
Staff # 7	Met
Date of Hire: 08/03/2020	
Staff # 8	Met
Date of Hire: 08/11/2013	
Staff # 9	Met
Date of Hire: 09/05/2020	
Staff # 10	Met
Date of Hire: 02/24/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met
Date of Hire: 04/16/2012	
Staff # 12	Met
Date of Hire: 08/20/2017	
Staff # 13	Met
Date of Hire: 07/30/2018	
Staff # 14	Met
Date of Hire: 11/21/2019	
Staff # 15	Met
Date of Hire: 02/25/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 16	Met
Date of Hire: 10/08/2019	

Staff # 17	Met
Date of Hire: 04/14/2014	
Staff # 18	Met
Date of Hire: 10/09/2013	
Staff # 19	Met
Date of Hire: 11/25/2019	
Staff # 20	Met
Date of Hire: 02/18/2021	

Staff Credentials Reviewed: 9**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

The director provided three files for staff members hired since the previous visit was conducted on September 11, 2020. The consultant observed three of three newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

Correction Deadline: 9/8/2020

Corrected on 2/26/2021

.09(1)(a) - The consultant observed the previous citation to be corrected in that the consultant observed all staff members to have evidence of a satisfactory comprehensive record check determination letter.

Correction Deadline: 9/8/2020

Corrected on 2/26/2021

.09(1)(c) - The consultant observed the previous citation to be corrected in that the consultant observed all staff members to have evidence of a satisfactory comprehensive record check determination letter.

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 Met**Comment**

Complete first aid kit observed in center.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Correction Deadline: 3/8/2021

Corrected on 2/26/2021

.31(2)(b)2. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of lead teacher credentials for each classroom.

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**

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

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: 2/26/2021