



**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:** 2/1/2022    **VisitType:** Complaint Investigation Follow Up    **Arrival:** 2:35 PM    **Departure:** 6:45 PM

**CCLC-51273**

**Legacy Academy Sugarloaf**

3515 Sugarloaf Parkway Lawrenceville, GA 30044 Gwinnett County  
 (770) 682-3028 barbie@legacyacademy.com

**Regional Consultant**

Dianne Clarke

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**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
02/01/2022	Complaint Investigation Follow Up	Good Standing
11/24/2021	Monitoring Visit	Good Standing
06/15/2021	Monitoring Visit	Good Standing

**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.

**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	A	Infants	1	3	C	12	C	NA	NA	Free Play,Nap
Main	B	One Year Olds	1	3	C	12	C	NA	NA	Free Play
Main	C		0	0	C	20	C	NA	NA	
Main	D	One Year Olds and Two Year Olds	2	13	C	29	C	NA	NA	Free Play,Nap
Main	E	Four Year Olds	2	13	C	27	C	38	C	Transitioning
Main	F	Four Year Olds and Five Year Olds	2	17	C	24	C	NA	NA	Free Play
Main	G		0	0	C	30	C	NA	NA	
Main	H	Three Year Olds	2	13	C	36	C	NA	NA	Nap,Outside,Transitioning
Main	I	Four Year Olds	1	9	C	43	C	NA	NA	Outside,Transitioning

Total Capacity @35 sq. ft.: 233

Total Capacity @25 sq. ft.: 244

Total # Children this Date: 71

Total Capacity @35 sq. ft.: 233

Total Capacity @25 sq. ft.: 244


Building	Playground	Playground Occupancy	Playground Compliance
Main	A Inf - 2 yrs.	60	C
Main	B 5 yrs. - 12 yrs.	104	C
Main	C 3 yrs. - 4 yrs.	109	C

**Comments**

A CI/FU was conducted in-person.



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](mailto: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](mailto: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)

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Barbie Polanco, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

### Staff Records

**Records Reviewed: 27**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 08/09/2021	
Staff # 2	Met
Date of Hire: 11/09/2021	
Staff # 3	Met
Date of Hire: 01/19/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 05/01/2019	
Staff # 5	Met
Date of Hire: 12/06/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 11/17/2021	
Staff # 7	Met
Date of Hire: 08/17/2021	
Staff # 8	Met
Date of Hire: 09/20/2021	

Staff # 9 Date of Hire: 06/28/2021	Met
Staff # 10	Met
Staff # 11 Date of Hire: 01/26/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 12/16/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 09/16/2021 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 14 Date of Hire: 03/26/2014	Met
Staff # 15 Date of Hire: 07/17/2017	Met
Staff # 16 Date of Hire: 01/10/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 17	Met
Staff # 18 Date of Hire: 08/16/2021	Met
Staff # 19 Date of Hire: 12/01/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 20 Date of Hire: 08/09/2021	Met
Staff # 21 Date of Hire: 12/14/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 22 Date of Hire: 12/30/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

Staff # 23 Date of Hire: 01/04/2021	Met
Staff # 24 Date of Hire: 11/16/2021	Met
Staff # 25 Date of Hire: 09/22/2014	Met
Staff # 26	Met
Staff # 27 Date of Hire: 01/12/2018	Met

**Staff Credentials Reviewed: 11**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**

Criminal record checks were observed to be complete.

- Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.
- Please ensure that records checks are redone if there is a six-month break in service.
- Please also ensure that satisfactory records checks are updated before the expiration date.
- Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.
- Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

**Comment**

Director provided 10 files for employees hired since last visit.

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

**Correction Deadline: 12/24/2021**

**Corrected on 2/1/2022**

**.14(2) - The previous citation was observed to be corrected in that the CPR and First Aid was observed to be completed. Please ensure that staff completes their required training within their 90 day period.**

**591-1-1-.33 Staff Training Not Met**

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that staff #12 did not have evidence of their Health and Safety Orientation Training on file.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 3/3/2022**

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

**Met**

**Correction Deadline: 11/24/2021**

**Corrected on 2/1/2022**

**.31(1)(b)2. - The previous citation was observed to be corrected in that the staff is no longer employed. Current lead teachers has their required education credentials. Please ensure that all assigned lead teachers have their education credentials or a PLP on file.**