



**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:** 1/31/2023    **VisitType:** POI Follow Up    **Arrival:** 11:45 AM    **Departure:** 2:20 PM

**CCLC-51273**

**Legacy Academy Sugarloaf**

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

**Regional Consultant**

Dianne Clarke

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dianne.clarke@decal.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. |
|------------------------------------|---|---------------|--|
| 01/31/2023                         | POI Follow Up                             | Good Standing |  |
| 12/29/2022                         | Complaint Closure                         | Good Standing |  |
| 12/13/2022                         | Complaint Investigation & Licensing Study | Deficient     |  |

**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 and One Year Olds | 2     | 11       | C    | 12         | C            | NA         | NA           | Floor Play,Free Play,Nap |
| Main     | B    |                           | 0     | 0        | C    | 12         | C            | NA         | NA           | Not In Use               |
| Main     | C    |                           | 0     | 0        | C    | 20         | C            | NA         | NA           | Not In Use               |
| Main     | D    |                           | 0     | 0        | C    | 29         | C            | NA         | NA           | Not In Use               |
| Main     | E    |                           | 0     | 0        | C    | 27         | C            | 38         | C            | Not In Use               |
| Main     | F    |                           | 0     | 0        | C    | 24         | C            | NA         | NA           | Not In Use               |
| Main     | G    | GA PreK                   | 3     | 13       | C    | 30         | C            | NA         | NA           | Circle Time              |
| Main     | H    | GA PreK                   | 3     | 14       | C    | 36         | C            | NA         | NA           | Nap                      |
| Main     | I    | GA PreK                   | 2     | 12       | C    | 43         | C            | NA         | NA           | Transitioning,Lunch      |

Total Capacity @35 sq. ft.: 233

Total Capacity @25 sq. ft.: 233

Total # Children this Date: 50

Total Capacity @35 sq. ft.: 233

Total Capacity @25 sq. ft.: 233

| 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

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Plan of Improvement: Developed This Date 01/31/2023

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.al.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

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.

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#### 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](http://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.

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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 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Monique Smith, 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 POI Follow Up:

**Facility**

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Correction Deadline: 12/13/2022**

**Corrected on 1/31/2023**

.25(13) - The previous citation was observed to be corrected in that the items were not observed to be accessible. Please ensure that all hazardous items are inaccessible to the children at all times in the classrooms.

**Correction Deadline: 12/20/2022**

**Corrected on 1/31/2023**

.25(3) - The previous citation was observed to be corrected in that the items were repaired and the facility is having repairs done in classrooms and cabinets will be replaced. Please ensure that all repairs have taken place once construction is completed.

**Health and Hygiene**

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

**Met**

**Correction Deadline: 12/13/2022**

**Corrected on 1/31/2023**

.20(1) - The previous citation was observed to be corrected in that the director stated that no medication has been dispensed since the last visit. Please ensure that the medication authorization forms are completed when parents request that medication be given. Discussed the medical authorization procedures.

**Safety**

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

**Met**

**Correction Deadline: 12/29/2022**

Corrected on 1/31/2023

.11(2) - The previous citation was observed to be corrected in that the director stated that they have modeled for the staff when they are in the classroom and staff knows how to call management when needed during diapering. Also, the director stated that they are utilizing the indicator manual, have reviewed the discipline policy with staff, will be adding documentation about discipline in the application, and discipline will be reviewed periodically.

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

Met

Correction Deadline: 12/18/2022

Corrected on 1/31/2023

.36(4)(a) - The previous citation was observed to be corrected in that the vehicle report was observed to be completed for vehicle tag number RZP 9171 on January 2, 2023. Please ensure to maintain the vehicle inspections at all times.

Correction Deadline: 12/14/2022

Corrected on 1/31/2023

.36(6) - The previous citation was observed to be corrected in that the times were observed to be corrected. Please ensure that the times are completed on the transportation authorization form.

Correction Deadline: 12/14/2022

Corrected on 1/31/2023

.36(7)(b) - The previous citation was observed to be corrected in that the physician's information was completed. Please ensure that the forms are completed at all times.

**Staff Records**

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

Not Met

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff #3 hired on November 9, 2021, did not have current evidence of CPR and First Aid. The course was observed to be completed online.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date. The new director is in the process of scheduling a class during the visit.

Correction Deadline: 2/28/2023

Recited on 1/31/2023

591-1-1-.33 Staff Training

Met

Correction Deadline: 1/12/2023

Corrected on 1/31/2023

.33(3) - The previous citation was observed to be corrected in that Health and Safety Orientation Training was observed to be completed. Please ensure that staff completes their training within their 90 day period.

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records that the current director, hired on November 9, 2021, did not have evidence of the minimum academic requirement on file.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 5/31/2023**