



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: 2/10/2022 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 12:45 PM

CCLC-26968

Legacy Academy Berkeley Lake

4565 Peachtree Industrial Blvd Norcross, GA 30092 Gwinnett County
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Regional Consultant

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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.
02/10/2022	Licensing Study	Good Standing	
09/30/2021	Monitoring Visit	Good Standing	
02/26/2021	Licensing Study	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	6	C	15	C	NA	NA	Floor Play
Main	Room B	One Year Olds	1	1	C	15	C	NA	NA	Story,Circle Time
Main	Room C	One Year Olds and Two Year Olds	2	10	C	21	C	NA	NA	Outside
Main	Room D		0	0	C	25	C	NA	NA	Not In Use
Main	Room E	GA PreK	1	13	C	28	C	NA	NA	Centers
Main	Room F-3A	Three Year Olds	2	19	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	GA PreK	2	14	C	35	C	NA	NA	Centers
Main	Room I-Prek 4B	GA PreK	2	16	C	35	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 224			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request					
Total # Children this Date: 79			Total Capacity @35 sq. ft.: 254		Total Capacity @25 sq. ft.: 0					

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

Comments

The purpose of today's visit was to conduct a licensing study.

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

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)

Denise Isaza-Tobon, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 2/10/2022 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please ensure that each classroom has a current lesson plan on site that reflects appropriate instruction practices and activities to support children's development. Please ensure that each lesson plan has a sufficient and various play and learning equipment and materials to support the above program of activities in all developmental areas.

Correction Deadline: 2/10/2022

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

Child # 5

Met

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

Please ensure that the parents update the following information as needed:

- Release to persons' full names and full addresses

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

591-1-1-.06(7) - Please ensure that Center Staff ensures that bathrooms are cleaned daily with a disinfectant.

Correction Deadline: 2/10/2022**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)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following potentially hazardous equipment, materials or supplies were accessible to the children in care:

- A Clorox bleach bottle which is marked to be kept "out of the reach of children" was observed to be accessible on the boys bathroom floor in classroom F-3A.
- A used dirty wash cloth was observed to be accessible to children near the children's hand washing sink in classroom 4A.
- A broom was observed to be accessible to children in an unlocked storage closet in classroom F-3A.
- A plastic grocery bag was observed to be accessible to children as it was hanging on hook in classroom C.
- Cleaning supplies that are marked to be kept "out of reach of children" were observed to be accessible in the back building classroom which was not in use.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 2/10/2022**Finding**

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on observation the doors to the resource room and upstairs office were closed but not locked as required.

POI (Plan of Improvement)

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 2/10/2022**591-1-1-.26 Playgrounds(CR)****Not Met**

Comment

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.
- Kept clean and free of trash.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation the following areas of the fence were not in good repair:

- Infant/toddler playground fence on the right side presented a hazard to children as they contained exposed and sharp wires at the bottom of the fence. A six inch gap was observed at the bottom of the fence and a five inch gap was observed on the gate.
- Back left playground fence had a on the left side presented a hazard to children as they contained exposed and sharp wires at the bottom of the fence. A five inch gap was observed on the back left fence.
- Right playground fence on the right side presented a hazard to children as they contained exposed and sharp wires at the bottom of the fence. A six inch gap was observed at the bottom of the middle section fence.
- Water park playground fence on the back side presented a hazard to children as they contained exposed and sharp wires at the bottom of the fence.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 2/10/2022

Food Service

591-1-1-.15 Food Service & Nutrition**Technical Assistance****Technical Assistance**

591-1-1-.15(1) - 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>

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.07 Children's Health**Not Met****Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifier or other hazardous items. It was determined based on observation that an infant in classroom A had a pacifier attached to their clothing.

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 2/10/2022

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.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Program observed complete emergency drills

591-1-1-.22 Parental Access**Technical Assistance****Technical Assistance**

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: 2/10/2022

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**

591-1-1-.29 - 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-.05 Animals**Met****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)	Met
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Comment

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	Not Met
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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.

Technical Assistance

591-1-1-.30(1)(a)3 - Please ensure that each crib has a tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant

Correction Deadline: 2/10/2022

Finding

591-1-1-.30(1)(b)3 - Please ensure that bottom sheets or similar coverings are available for all cots or mats each day.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 2/10/2022

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 4

Staff # 1	Met
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Date of Hire: 09/04/2021

Staff # 2	Met
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Date of Hire: 08/28/2019

Staff # 3	Met
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Date of Hire: 03/01/2021

Staff # 4	Met
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Date of Hire: 06/01/2011

Staff # 5	Met
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Date of Hire: 09/14/2020

Records Reviewed: 16**Records with Missing/Incomplete Components: 4**

Staff # 6	Met
Date of Hire: 08/01/2016	
Staff # 7	Met
Date of Hire: 08/13/2020	
Staff # 8	Met
Date of Hire: 11/22/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 01/05/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Not Met
Date of Hire: 09/05/2020	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 11	Not Met
Date of Hire: 04/16/2012	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 12	Not Met
Date of Hire: 08/20/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 13	Not Met
Date of Hire: 07/30/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 14	Met
Date of Hire: 10/09/2013	
Staff # 15	Met
Date of Hire: 11/25/2019	
Staff # 16	Met
Date of Hire: 02/18/2021	

Staff Credentials Reviewed: 11

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

The director provided two files for staff members hired since the previous visit conducted on October 1, 2021. The consultant observed two of two newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

Criminal records checks were observed to be complete.

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

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

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

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that staff member #10 with a documented date of hire of September 14, 2020, did not have evidence of four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage within the first year of hire as required.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 3/12/2022

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

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

Please ensure that staff members are attentive and participating with all children during mealtimes and shall be seated within an arms length away from children 36-months of age and younger.