



**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:** 9/28/2022 **VisitType:** Licensing Study

**Arrival:** 11:30 AM

**Departure:** 3:15 PM

**CCLC-26968**

**Legacy Academy Berkeley Lake**

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

**Regional Consultant**

Leena Mitchell

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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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/28/2022	Licensing Study	Good Standing	
08/17/2022	Incident Investigation Closure	Good Standing	
07/07/2022	Incident Investigation Closure	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
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	Nap
Main	Room B	One Year Olds	1	6	C	15	C	NA	NA	Nap
Main	Room C	One Year Olds	2	9	C	21	C	NA	NA	Nap
Main	Room D	Two Year Olds	2	10	C	25	C	NA	NA	Nap
Main	Room E	Three Year Olds	1	8	C	28	C	NA	NA	Nap
Main	Room F-3A	Three Year Olds	2	9	C	25	C	NA	NA	Nap
Main	Room G-3B	PreK	1	9	C	25	C	NA	NA	Transitioning
Main	Room H-Prek 4A	PreK	2	19	C	35	C	NA	NA	Lunch
Main	Room I-Prek 4B	PreK	1	18	C	35	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 224					Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request		
Total # Children this Date: 92					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
Main	PG C- Back Play	17	C

### Comments

The purpose of today's visit was to conduct a licensing study and follow up on previous citations.

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/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



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

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), 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.

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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Denise Isaza-Tobon, Program Official

Date

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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-.03 Activities**

**Met**

**Correction Deadline: 7/7/2022**

**Corrected on 9/28/2022**

**.03(9) - The consultant observed the previous citation to be corrected in that the consultant observed appropriate activities conducted with children on this date.**

**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****Technical Assistance****Technical Assistance**

591-1-1-.08 - Please ensure that parents provide and/or update the following information as needed: release to persons' name, phone number, full address and relationship to the child.

**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained. Please monitor bathroom fans and working toilets.

**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**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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 bottles are covered and fully labeled with child's full name.

**Comment**

Please ensure that infant feeding forms are updated regularly.

**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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

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

**Finding**

591-1-1-.15(7) requires that food be served according to manufacturer's instructions and recommendations. 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. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability. It was determined based on observation that hot dogs was served to children less than four (4) years of age on September 28, 2022.

**POI (Plan of Improvement)**

The Center will train Staff and monitor food served and accessible to children to ensure that the food does not present a choking hazard.

**Correction Deadline: 9/28/2022**

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

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Hand washing requirements for diapering were discussed with the director on this date.

**Comment**

Proper diapering procedures observed.

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**591-1-1-.17 Hygiene(CR)****Met****Comment**

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

Program observed complete emergency drills

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

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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

**Comment**

Field trip documentation observed to be complete.

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**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Comment**

The consultant observed the following vehicles to have a current vehicle inspection report on file:  
- Vehicle Tag # - PB6 896 - Expires March 8, 2023.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that staff members #1, #2 and #9, participated in transportation prior to having evidence of transportation training.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 10/8/2022**

**Finding**

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined based on review of records that two children were on the bus for approximately one hour on August 3, 2022 from Peachtree Elementary.

**POI (Plan of Improvement)**

The center will ensure that the travel time is no more than forty-five minutes on each trip.

**Correction Deadline: 9/30/2022**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**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 Records****Records Reviewed: 23****Records with Missing/Incomplete Components: 3**

Staff # 1	Not Met
Date of Hire: 09/04/2021	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 2	Not Met
Date of Hire: 08/28/2019	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 3	Met
Date of Hire: 08/10/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 06/01/2011	
Staff # 5	Met
Date of Hire: 09/12/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 09/14/2020	
Staff # 7	Met
Date of Hire: 11/22/2021	
Staff # 8	Met
Date of Hire: 09/23/2013	
Staff # 9	Not Met
Date of Hire: 09/05/2020	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 10	Met
Date of Hire: 04/16/2012	
Staff # 11	Met
Date of Hire: 04/12/2022	



**Records Reviewed: 23****Records with Missing/Incomplete Components: 3**

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Staff # 12	Met
Date of Hire: 08/20/2017	
Staff # 13	Met
Date of Hire: 09/25/2021	
Staff # 14	Met
Date of Hire: 07/30/2018	
Staff # 15	Met
Date of Hire: 08/09/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 16	Met
Date of Hire: 09/07/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 17	Met
Date of Hire: 09/02/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 18	Met
Date of Hire: 09/08/2015	
Staff # 19	Met
Date of Hire: 10/09/2013	
Staff # 20	Met
Date of Hire: 08/22/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 21	Met
Date of Hire: 07/20/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 22	Met
Date of Hire: 11/25/2019	
Staff # 23	Met
Date of Hire: 02/18/2021	

**Staff Credentials Reviewed: 15**

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

The director provided seven files for staff members hired since the previous visit conducted on February 10, 2022. The consultant observed seven of seven newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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<b>591-1-1-.09 Criminal Records Check(CR)</b>	<b>Met</b>
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**Comment**

Criminal records checks were observed to be complete.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

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

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training.

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

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