



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: 2/8/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 3:00 PM

CCLC-29155

Legacy Academy Suwanee Dam

5558 Suwanee Dam Rd. Suwanee, GA 30024 Gwinnett County
 (678) 546-7255 lasuwanedam@legacyacademy.com

Regional Consultant

Mandi Sloan

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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.
02/08/2019	Licensing Study	Good Standing	
08/13/2018	Monitoring Visit	Good Standing	
06/19/2018	Complaint Closure	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
Main	A-1L-6wks-12 mnths	Infants and One Year Olds	1	6	C	15	C	NA	NA	Floor Play
Main	B-2L-12-18mnths		0	0	C	15	C	NA	NA	
Main	C-3L-18-24 mnthshs	One Year Olds and Two Year Olds	1	5	C	20	C	NA	NA	Circle Time
Main	D-middle Left	Five Year Olds and PreK	2	21	C	25	C	NA	NA	Centers
Main	E-3yrs-Middle	Three Year Olds	2	11	C	25	C	NA	NA	Story
Main	F-3yrs-Middle Right	Five Year Olds and PreK	2	18	C	25	C	NA	NA	Centers
Main	G-2R-4 yrs	Three Year Olds	1	9	C	35	C	NA	NA	Music
Main	H-1R	Three Year Olds and Four Year Olds	1	10	C	35	C	NA	NA	Circle Time
Main	I-4L-24-35 mnths	Two Year Olds	2	9	C	25	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 220						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 89			Total Capacity @35 sq. ft.: 220			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-6wks-2 yrs	26	C
Main	B-5-12 yrs	74	C
Main	C-3-4 yrs	97	C

Comments

The purpose of today's visit is 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

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

Mary Turner, Program Official

Date

Mandi Sloan, 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.

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

Records were observed to be complete and well organized.

Facility

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 one tube of sunscreen marked "KEEP OUT OF THE REACH OF CHILDREN" was found in a child's backpack on a low hanging hook in Room E - Middle.

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: 2/8/2019**Correction Deadline: 8/31/2018****Corrected on 2/8/2019**

.25(3) - Citation is corrected on this date ad the toilet in the first right (girls) restroom in the Discover's classroom is operable on this date.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Correction Deadline: 8/13/2018****Corrected on 2/8/2019**

.26(9) - Citation was corrected on this date as there are no ant beds on the playground.

Technical Assistance

591-1-1-.26(9) - Consultant discussed with provider to ensure the following:

Toddler Playground: The area near the side fence will be filled with dirt to ensure level ground.

Preschool Playground: The hole forming under the gate surrounding the A/C unit will be filled with dirt to ensure level ground.

Correction Deadline: 2/8/2019

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that three infant bottles were not labeled with child's name.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 2/8/2019

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

Throughout the center, staff stated knowledge of proper hand washing.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Technical Assistance**

Technical Assistance

591-1-1-.21(3) - Consultant discussed with provider to ensure lockdown drills are documented on updated emergency drill form provided by the department.

Correction Deadline: 2/13/2019

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 - Consultant discussed new reporting requirements with the provider.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR) **Technical Assistance**

Technical Assistance

591-1-1-.36(4)(a) - Consultant discussed with provider to use the department's "Annual Vehicle Safety Inspection Certification" form to ensure all items are checked by mechanic to include horn, turn signals, windows and heating system.

Correction Deadline: 2/13/2019

Sleeping & Resting Equipment

Comment

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 22****Records with Missing/Incomplete Components: 2**

Staff # 1 Date of Hire: 08/03/2009	Met
Staff # 2 Date of Hire: 12/06/2018	Met
Staff # 3 Date of Hire: 02/24/2017	Met
Staff # 4 Date of Hire: 07/30/2018	Met
Staff # 5 Date of Hire: 11/11/2018	Met
Staff # 6 Date of Hire: 11/26/2018	Met
Staff # 7 Date of Hire: 01/03/2019	Met
Staff # 8 Date of Hire: 01/17/2019	Met
Staff # 9 Date of Hire: 02/01/2019	Met
Staff # 10 Date of Hire: 12/22/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 11 Date of Hire: 08/11/2017	Met
Staff # 12 Date of Hire: 07/27/2018	Met
Staff # 13	Met

Records Reviewed: 22**Records with Missing/Incomplete Components: 2**

Date of Hire: 09/10/2016

Staff # 14 Met

Date of Hire: 03/23/2018

Staff # 15 Met

Date of Hire: 12/31/2016

Staff # 16 Met

Date of Hire: 05/26/2016

Staff # 17 Met

Date of Hire: 08/10/2015

Staff # 18 Met

Date of Hire: 07/24/2018

Staff # 19 Met

Date of Hire: 12/01/2017

Staff # 20 Met

Date of Hire: 01/28/2019

Staff # 21 Not Met

Date of Hire: 01/14/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 22 Met

Date of Hire: 11/30/2016

Staff Credentials Reviewed: 22**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR Met**Correction Deadline: 9/12/2018****Corrected on 2/8/2019****.14(2) - Citation is corrected on this date as 100% of staff possess current and valid CPR and First Aid Training within 90 days hire date.****591-1-1-.33 Staff Training Not Met****Correction Deadline: 8/24/2018**

Corrected on 2/8/2019

.33(3) - Citation is corrected on this date as seven out of seven new staff members have completed health and safety orientation training within 90 days of their date of hire.

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that two staff members out of 22 had not completed the required ten hours of annual training. The two staff members in question had completed four hours training for 2018.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 2/8/2019

Recited on 2/8/2019

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.