



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: 8/13/2018 **VisitType:** Monitoring Visit **Arrival:** 8:30 AM **Departure:** 1:30 PM

CCLC-29155

Legacy Academy Suwanee Dam

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

Regional Consultant

Margarita Collier

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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.
08/13/2018	Monitoring Visit	Good Standing	
06/19/2018	Complaint Closure	Good Standing	
06/19/2018	Complaint Investigation Follow Up	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	2	7	C	15	C	NA	NA	Free Play, Floor Play, Nap
Main	B-2L-12-18mnths	One Year Olds	1	2	C	15	C	NA	NA	Transitioning, Free Play, Floor Play
Main	C-3L-18-24 mnthshs	One Year Olds and Two Year Olds	1	7	C	20	C	NA	NA	Story, Circle Time
Main	D-middle Left	PreK	2	21	C	25	C	NA	NA	Story, Music, Circle Time
Main	E-3yrs-Middle	Three Year Olds	2	19	C	25	C	NA	NA	Centers
Main	F-3yrs-Middle Right	Three Year Olds	1	9	C	25	C	NA	NA	Circle Time, Music
Main	G-2R-4 yrs	Three Year Olds	2	11	C	35	C	NA	NA	Circle Time
Main	H-1R	Four Year Olds	1	9	C	35	C	NA	NA	Circle Time
Main	I-4L-24-35 mnths	One Year Olds and Two Year Olds	2	16	C	25	C	NA	NA	Circle Time, Story
Total Capacity @35 sq. ft.: 220						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 101			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

Comments

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on June 19, 2018. Consultant discussed the following information with the director on this date:

- Updated USDA Menu Guidelines.
- Comprehensive criminal records check due date October 1, 2018.

Plan of Improvement: Developed This Date 08/13/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.al.ga.gov.

- 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.al.ga.gov/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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
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.al.ga.gov

Mary Turner, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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.

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

Comment

No hazards observed accessible to children on this date.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant's observation the toilet in the first right restroom located in the Discovers classroom was inoperable on this date.

POI (Plan of Improvement)

The center will have the center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The center will implement a plan to keep areas clean and in good repair that includes regular monitoring. The center is aware that the toilet in the first right restroom located in the Discovers classroom is inoperable, but the center is waiting on a specific part to be delivered to ensure the toilet is completely repaired.

Correction Deadline: 8/31/2018

Recited on 8/13/2018

591-1-1-.26 Playgrounds(CR)

Not Met

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation several small ant mounds were observed on the middle side of the playground area and next to the rubber resilient surface behind the swing set located on playground B-5-12 yrs. It was further determined based on consultant's observation that a small ant mound was observed directly in front of the rubber resilient surface surrounding the bucket swings on playground A-6wks-2 yrs.

POI (Plan of Improvement)

The center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards daily. The center will also ensure that staff members report any hazardous items observed on the playground to the center management team as needed.

Correction Deadline: 8/13/2018

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

Staff were observed to remind children to wash hands.

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

Met

Comment

Documentation for medication dispensing observed complete.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

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

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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: 25****Records with Missing/Incomplete Components: 4**

Staff # 1 Date of Hire: 08/03/2009	Met
Staff # 2 Date of Hire: 05/21/2018	Met
Staff # 3 Date of Hire: 03/05/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 4 Date of Hire: 02/24/2017	Met
Staff # 5 Date of Hire: 07/30/2018	Met
Staff # 6 Date of Hire: 07/25/2018	Met
Staff # 7 Date of Hire: 07/16/2018	Met
Staff # 8 Date of Hire: 08/22/2017	Met
Staff # 9 Date of Hire: 09/02/2015	Met
Staff # 10 Date of Hire: 05/24/2018	Met
Staff # 11 Date of Hire: 12/22/2016	Met
Staff # 12 Date of Hire: 05/21/2018	Met

Staff # 13 Date of Hire: 08/11/2017	Met
Staff # 14 Date of Hire: 07/27/2018	Met
Staff # 15 Date of Hire: 09/10/2016	Met
Staff # 16 Date of Hire: 03/23/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 17 Date of Hire: 12/31/2016 <u>"Missing/Incomplete Components"</u> .14(2)-First Aid Missing,.14(2)-CPR missing	Not Met
Staff # 18 Date of Hire: 03/23/2017	Met
Staff # 19 Date of Hire: 05/26/2016	Met
Staff # 20 Date of Hire: 08/10/2015	Met
Staff # 21 Date of Hire: 07/24/2018	Met
Staff # 22 Date of Hire: 12/01/2017	Met
Staff # 23 Date of Hire: 03/07/2016	Met
Staff # 24 Date of Hire: 01/14/2014	Met
Staff # 25 Date of Hire: 11/30/2016 <u>"Missing/Incomplete Components"</u> .14(2)-First Aid Missing,.14(2)-CPR missing	Not Met

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

Technical Assistance

Technical Assistance

Consultant discussed the following criminal records check rule changes with the director on this date:

- Local background checks (with purpose code "W") will no longer be accepted (no more 21-day provisional employment).
- Everyone must have at least a fingerprint-based background check letter before they can be present at the center to care for children.
- The new definition of Provisional Employee includes those with only a satisfactory Fingerprint Records Check Determination. People with this type of clearance are allowed on site, but must be under the direct and continuous supervision of a Director or Employee with a satisfactory Comprehensive Records Check Determination.
- A new comprehensive background check must be run for anyone who has had a lapse of employment in the child care industry that lasts 6 months or longer. (Students-in-Training are considered "employed in the child care industry" if they've been enrolled in a child care related curriculum.)
- Letters will only be accepted at a new facility if they are "ported" electronically.

Comment

Consultant reviewed 25 staff files on this date. Consultant observed 25 of 25 staff members to have evidence of a satisfactory determination letter on file on this date.

Comment

The director provided 10 files for staff members hired since the previous visit was conducted on June 19, 2018. Consultant observed 10 of 10 newly hired staff members to have evidence of a satisfactory determination letter on file.

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 consultant's review of staff files two of 25 staff members did not have evidence of a current first aid and CPR training card on file on this date.

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. Per director, the center has scheduled a first aid and CPR training for August 21, 2018. Upon completing the required training, all staff members will provide the director a copy of their first aid and CPR training card to be placed in their staff file.

Correction Deadline: 9/12/2018

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 training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of staff files two of 25 staff members did not complete the required health and safety orientation training within 90 days of their date of hire.

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. Upon completing the required health and safety orientation training the center will ensure all staff members provide a copy of their certificate to the director to be placed in their staff file.

Correction Deadline: 8/24/2018

Recited on 8/13/2018

Defer

The previous citation was deferred due to the staff members having until the end of December 31, 2018 to complete the required 10 hours of annual training for the year 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: 2/22/2018

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Correction Deadline: 1/23/2018

Corrected on 8/13/2018

The previous citation was observed to be corrected on this date. Consultant observed bus tag number PB 5820 and bus tag number DGC 185 to have a current tag on this date.

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.