



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: 2/3/2020 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:00 AM **Departure:** 4:15 PM

CCLC-37126

Legacy Academy Satellite

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Regional Consultant

Bridget Johnson

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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.
02/03/2020	Complaint Investigation & Licensing Study	Good Standing	
02/03/2020	Complaint Closure	Good Standing	
12/19/2019	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	Infants	2	8	C	20	C	NA	NA	Nap, Floor Play
Main	B/2L	One Year Olds	1	3	C	19	C	NA	NA	Free Play
Main	C/3L	One Year Olds	1	6	C	21	C	NA	NA	Art
Main	D/4L	Two Year Olds	1	7	C	26	C	NA	NA	Outside
Main	E/Center L	Two Year Olds and Three Year Olds	1	7	C	29	C	NA	NA	Outside
Main	F/Center R		0	0	C	30	C	NA	NA	
Main	G/3R	Three Year Olds and Four Year Olds	1	14	C	31	C	NA	NA	Circle Time
Main	H/2R	PreK	2	21	C	47	C	NA	NA	Centers
Main	I/1R	PreK	2	22	C	42	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 263						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 88			Total Capacity @35 sq. ft.: 263			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG/A/Left	65	C
Main	PG/B/Back	107	C
Main	PG/C/Right	97	C

Comments

02/03/2020: The purpose of the visit was to conduct a complaint investigation and licensing study. There were no previous citations to follow up on. The investigation was closed on this date.

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

Denise Isaza-Tobon, Program Official

Date

Bridget Johnson, Consultant

Date



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Findings Report

Date: 2/3/2020 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:00 AM **Departure:** 4:15 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(1) - Please remind staff to post the lesson plan for the current week by Monday morning prior to the week beginning.

Correction Deadline: 2/3/2020

591-1-1-.12 Equipment & Toys(CR)

Not Met

Comment

A variety of equipment and toys were observed throughout the center.

Finding

591-1-1-.12(8) requires toys for children under three years of age to be age-appropriate; non-toxic and lead-free; too large to be swallowed by a child and not capable of causing asphyxiation or strangulation; free of sharp pieces, edges or points; free of small parts which may be pried off by a child, free of rust; and easily cleaned with a disinfectant daily. It was determined based on observation that the blue and tan vinyl child's chair beside the bookcase in the 2L classroom was torn and the inner foam was exposed.

POI (Plan of Improvement)

Center staff will provide age-appropriate toys and remove any toys that are not age-appropriate in each room housing children under three years of age. The Center will implement a plan to train Staff to regularly examine toys for the listed hazards and remove toys when hazards are identified and to clean toys with a disinfectant daily.

Correction Deadline: 2/3/2020

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records

Not Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that child #3's enrollment application was missing the name, address, phone number and relationship for release to persons and the name and phone number of the child's physician.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 2/3/2020

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the ventilation fans in the boy's bathroom in the Center R classroom and in the girl's bathroom in the 2R classroom were not in working order.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 3/4/2020

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

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR) **Not Met**

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 that the back gate on the fence separating the back middle and right playground was missing a latch and was held closed by a chain link fence which created a gap.

POI (Plan of Improvement)

The Center will replace the missing gate latch. 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: 2/3/2020

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 observation that there were two small roots in the back left front side of the infant/toddler playground near the tunnel slide that were growing out of the ground and back into the ground and created a loop that was a tripping hazard. Also, on the right playground near the fence at the parking lot there were four small roots that were growing out of the ground and back into the ground and created a loop that was a tripping hazard. Further, there was trash spread around the back middle playground.

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.

Correction Deadline: 2/3/2020

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment

Center menu meets USDA guidelines.

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)**Not Met****Comment**

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the water in all classrooms was not warm for children to use for handwashing. The water was observed to have to run for several minutes before it became warm.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 2/3/2020

591-1-1-.20 Medications(CR)**N/A****Comment**

No medication has been dispensed since the last visit. Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the facility did not have an emergency drills form on file showing that emergency drills had been conducted as required in 2019 and only had their corporate fire safety form on file.

POI (Plan of Improvement)

Consultant provided the facility with the appropriate emergency drills forms. The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 2/8/2020

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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-.13 Field Trips(CR)**N/A****Comment**

Center has not participated in any field trips since the last visit.

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

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

Comment

Complete documentation of transportation observed. Consultant observed afternoon transportation.

Comment

The vehicles had approved fire extinguishers and first aid kits 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 a review of records that staff #16 occasionally conducted the second check of the vehicle after transportation had been conducted and did not have current transportation training as required.

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: 2/13/2020**Technical Assistance**

591-1-1-.36(7)(d)1. - Please remind staff when signing the transportation checklists to document that first and second checks of the vehicle had been conducted that they must either sign their first initial and full last name or their full first name and last initial instead of initials only.

Correction Deadline: 2/4/2020

Sleeping & Resting Equipment

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: 13**Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

Date of Hire: 03/28/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Records Reviewed: 13**Records with Missing/Incomplete Components: 2**

Staff # 2 Date of Hire: 03/11/2014	Met
Staff # 3 Date of Hire: 03/12/2014	Met
Staff # 4 Date of Hire: 11/06/2019	Met
Staff # 5 Date of Hire: 04/03/2018	Met
Staff # 6 Date of Hire: 07/01/2019	Met
Staff # 7 Date of Hire: 04/03/2017	Met
Staff # 8 Date of Hire: 03/11/2014	Met
Staff # 9 Date of Hire: 03/17/2014	Met
Staff # 10 Date of Hire: 10/23/2015 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 11 Date of Hire: 03/11/2014	Met
Staff # 12 Date of Hire: 04/11/2014	Met
Staff # 13	Met

Staff Credentials Reviewed: 9

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

Comment

Criminal record checks were observed to be complete and satisfactory for 24 of 24 staff members on this date.

591-1-1-.14 First Aid & CPR Not Met

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.

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 seven staff members (staff #1, 6, 10, 12, 16, 18 and 22) did not have current training in CPR and First Aid. Also, five staff members (#2, 5 13, 14 and 20) had completed their CPR and First Aid training online which is not allowed due to it missing the hands-on portion of the training.

POI (Plan of Improvement)

All staff will complete the required CPR and First Aid training on Saturday, February 8, 2020, as scheduled. 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.

Correction Deadline: 3/4/2020

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Correction Deadline: 6/29/2019

Corrected on 2/3/2020

.33(6) - On this date consultant observed correction of previous citation in that all staff employed for all of 2019 had completed the required ten hours of annual training.

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

Met

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

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.