



**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:** 8/18/2021    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:10 AM

**CCLC-37126**

**Legacy Academy Satellite**

1825 Satellite Blvd. Duluth, GA 30097 Gwinnett County  
 (770) 622-9200 lasatellite@legacyacademy.com

**Regional Consultant**

Leena Mitchell

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**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
08/18/2021	Complaint Investigation & Licensing Study	Good Standing
02/18/2021	Monitoring Visit	Good Standing
09/18/2020	Licensing Study	Good Standing

**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.

**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 and One Year Olds	1	6	C	20	C	NA	NA	Floor Play
Main	B/2L	One Year Olds	1	4	C	19	C	NA	NA	Outside
Main	C/3L	One Year Olds	1	6	C	21	C	NA	NA	Outside
Main	D/4L	Two Year Olds	1	8	C	26	C	NA	NA	Outside
Main	E/Center L		0	0	C	29	C	NA	NA	Not In Use
Main	F/Center R		0	0	C	30	C	NA	NA	Not In Use
Main	G/3R	Four Year Olds	1	10	C	31	C	NA	NA	Outside
Main	H/2R	PreK	2	8	C	47	C	NA	NA	Centers
Main	I/1R	PreK	2	17	C	42	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 263

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Fire Marshall Limitations

Total # Children this Date: 59

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**

An Administrative Review was conducted on August 17, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 18, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.al.ga.gov/CCS/RulesAndRegulations.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.al.ga.gov](mailto: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).

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](mailto:qualityrated@dec.al.ga.gov)

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Denise Isaza-Tobon, Program Official

Date

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Leena Mitchell, Consultant

Date



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### Findings Report

**Date:** 8/18/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:00 AM **Departure:** 11:10 AM

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

##### Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that four out of six classrooms did not have a evidence of a current lesson plan.

##### POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 8/18/2021**

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

Met

##### Comment

A virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, equipment was observed to be clean, properly secured and safe from hazardous conditions.

#### 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

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**Correction Deadline: 2/18/2021**

**Corrected on 8/18/2021**

**.08(1) - The consultant observed the previous citation to be corrected in that the consultant observed five of five children's records to have documentation of the release to persons' address.**

**Facility**

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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

A virtual walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

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

**Met**

**Comment**

A virtual walk through of the playground was conducted on this date due to the COVID-19 pandemic. The playground was observed to be clean and in good repair.

**Food Service**

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

**Technical Assistance**

**Comment**

Consultant discussed adding daily whole grain options to the menu to meet current USDA requirements.

**Comment**

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>

**Technical Assistance**

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) of age until recommended as developmentally appropriate by the child’s primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 8/18/2021**

**Comment**

591-1-1-.15(7) - Discussed new revision as of October 1, 2020, which states: 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.

**Correction Deadline: 8/18/2021**

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

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

**Met**

**Comment**

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

**Correction Deadline: 3/6/2020**

**Corrected on 8/18/2021**

**.17(7) - A Virtual Visit was conducted due to the COVID-19 pandemic. The consultant observed the previous citation to be corrected in that the consultant observed pictures submitted via email by the provider indicating the temperature of the water was in compliance.**

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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**

Please make sure that all required signs are posted and up to date.

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

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.

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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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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 # - PUW 8994 - Expires January 12, 2022.
- Vehicle Tag # - PUW 8995 - Expires January 12, 2022.

**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 the Director completed two (2) hours of state approved transportation training on April 16, 2019.

**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 every two years.

**Correction Deadline: 8/28/2021**

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

**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 stated proper safe sleep policy and procedure during virtual visit.

<b>Staff Records</b>
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**Records Reviewed: 14**

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

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Staff # 1 Not Met

Date of Hire: 11/16/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 07/26/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 3 Met

Date of Hire: 03/12/2014

Staff # 4 Met

Date of Hire: 08/02/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 5 Met

Date of Hire: 04/03/2018

Staff # 6 Met

Date of Hire: 08/10/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7 Met

Date of Hire: 07/01/2019

Staff # 8 Met

Date of Hire: 07/15/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 9 Met



**Records Reviewed: 14****Records with Missing/Incomplete Components: 3**

Date of Hire: 04/03/2017

Staff # 10 Not Met

Date of Hire: 03/11/2014

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 11 Met

Date of Hire: 03/17/2014

Staff # 12 Not Met

Date of Hire: 02/16/2021

"Missing/Incomplete Components"

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

Staff # 13 Met

Date of Hire: 03/11/2014

Staff # 14 Met

Date of Hire: 04/11/2014

**Staff Credentials Reviewed: 10****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

The director provided five files for staff members hired since the previous visit conducted on February 18, 2021. The consultant observed five of five 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****Comment**

Criminal records checks were observed to be complete.

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

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

**Comment**

Please be mindful of training expiration dates.

**Comment**

Please replace expired antibacterial ointment in first aid kit.

**591-1-1-.33 Staff Training Met****Comment**

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

**Comment**

Consultant discussed the following rule with the Provider on this date: 91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules.

**Correction Deadline: 9/17/2021**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.

**Comment**

591-1-1-.32(7) - Discussed new revision as of October 1, 2020, which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

**Correction Deadline: 8/18/2021**