



**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: 2/18/2021 **VisitType:** Monitoring Visit **Arrival:** 10:00 AM **Departure:** 11:00 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: ★ ★ ★

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.
02/18/2021	Monitoring Visit	Good Standing	
09/18/2020	Licensing Study	Good Standing	
02/27/2020	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	Infants and One Year Olds	1	2	C	20	C	NA	NA	Circle Time
Main	B/2L	One Year Olds	1	2	C	19	C	NA	NA	Free Play
Main	C/3L	One Year Olds	1	4	C	21	C	NA	NA	Circle Time, Story
Main	D/4L	Two Year Olds	1	7	C	26	C	NA	NA	Circle Time
Main	E/Center L		0	0	C	29	C	NA	NA	Not In Use
Main	F/Center R	Three Year Olds and Four Year Olds	1	10	C	30	C	NA	NA	Centers
Main	G/3R		0	0	C	31	C	NA	NA	Not In Use
Main	H/2R	PreK	2	14	C	47	C	NA	NA	Centers
Main	I/1R	PreK	2	12	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: 51			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

Background checks were all reviewed on February 16, 2021. A virtual inspection was conducted on February 18, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on December 14, 2020 was reviewed during the virtual inspection.

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

Candice Pruitt, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 2/18/2021 **VisitType:** Monitoring Visit **Arrival:** 10:00 AM **Departure:** 11:00 AM

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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.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 3

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 review of records that three of five children's records did not have documentation of the release to persons' address.

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: 2/18/2021

Recited on 2/18/2021

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)

Met

Comment

Center appears clean and well maintained.

Comment

Please secure cleaning tools (i.e., broom and dust pan) out of reach of children.

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

Met

Comment

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fluff and redistribute resilient surface as needed.

Food Service

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

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: 2/18/2021**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: 2/18/2021

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)**Defer****Comment**

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

Defer

591-1-1-.17(7) - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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: 3/6/2020**591-1-1-.20 Medications(CR)****Met****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.22 Parental Access**Met****Comment**

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

Correction Deadline: 2/18/2021**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

Safety

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

Staff were observed to maintain a positive learning environment on this date. Staff stated proper discipline procedures during the virtual visit.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed.

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:

- Vehicle Tag # - PVW8994 - Expires February 25, 2021.
- Vehicle Tag # - PVW8995 - Expires February 28, 2021.

Correction Deadline: 9/21/2020

Corrected on 2/18/2021

.36(7)(c)2. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete documentation of transportation.

Correction Deadline: 9/21/2020

Corrected on 2/18/2021

.36(7)(c)3. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete documentation of transportation.

Sleeping & Resting Equipment

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.

Staff Records

Records Reviewed: 16**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 03/28/2019	
Staff # 2	Met
Date of Hire: 11/16/2020	
Staff # 3	Met
Date of Hire: 03/11/2014	
Staff # 4	Met
Date of Hire: 03/12/2014	
Staff # 5	Met
Date of Hire: 11/06/2019	

Records Reviewed: 16

Records with Missing/Incomplete Components: 0

Staff # 6 Date of Hire: 11/02/2020	Met
Staff # 7 Date of Hire: 04/03/2018	Met
Staff # 8 Date of Hire: 07/01/2019	Met
Staff # 9 Date of Hire: 04/03/2017	Met
Staff # 10 Date of Hire: 03/11/2014	Met
Staff # 11 Date of Hire: 03/17/2014	Met
Staff # 12 Date of Hire: 02/10/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 10/23/2015	Met
Staff # 14 Date of Hire: 03/11/2014	Met
Staff # 15 Date of Hire: 04/11/2014	Met
Staff # 16 Date of Hire: 07/09/2017	Met

Staff Credentials Reviewed: 9

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

Comment

The director provided four files for staff members hired since the previous visit was conducted on October 29, 2020. The consultant observed four of four 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-.31 Staff(CR) **Met**

Comment

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on December 14, 2020.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Discussed combining children of mixed ages.

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

Met

Comment

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

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: 2/18/2021