



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: 4/13/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 2:50 PM

CCLC-47580

Legacy Academy Snellville

1560 Summit Chase Drive Snellville, GA 30078 Gwinnett County
 (770) 982-5530 jahnel@legacyacademy.com

Regional Consultant

Dianne Clarke

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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.
04/13/2021	Licensing Study	Good Standing	
01/28/2021	Complaint Investigation by Phone	Good Standing	
11/05/2020	Monitoring Visit	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	1L- Infants	Infants and One Year Olds	2	7	C	19	C	NA	NA	Diapering, Free Play
Main	1R- Three's/ Four's	PreK	3	7	C	38	C	NA	NA	Snack
Main	2L- One Year		0	0	C	19	C	NA	NA	Not In Use
Main	3L- Older Ones and Two's		0	0	C	20	C	NA	NA	Not In Use
Main	3R- Prek A	PreK	2	17	C	22	C	NA	NA	Snack
Main	4L- Two Year	One Year Olds and Two Year Olds	1	9	C	26	C	NA	NA	Nap
Main	4R- Prek B		0	0	C	45	C	NA	NA	Not In Use
Main	Back Right- Three's	PreK	1	10	C	29	C	NA	NA	Snack
Main	Back- School Age		0	0	C	27	C	NA	NA	
Total Capacity @35 sq. ft.: 245						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 50			Total Capacity @35 sq. ft.: 245			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	WaterPark	7	C
Main	Infant/Toddler	18	C
Main	Preschool	96	C
Main	School Age	55	C

Comments

An Administrative Review was conducted on April 7, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on April 13, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on March 31, 2021 was reviewed during the virtual inspection.

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.

- 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

Jahnel Wilson, Program Official

Date

Dianne Clarke, 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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

591-1-1-.08 Children's Records**Not Met****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 #2, #3, and #5 did not have information of their emergency contact completed on the enrollment form.

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: 4/13/2021

Facility

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

Food Service

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

591-1-1-.15(2)(f) - Discussed new revision to restricted food rule 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: 4/13/2021

Health and Hygiene

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Met

Comment

There were no children enrolled on this date. Hand washing requirements were discussed with the Director on this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently has not dispense/administer medication since the last visit.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The consultant discussed emergency drill requirements and emergency plans with the Director.

591-1-1-.22 Parental Access

Met

Comment

591-1-1-.22 - A Virtual Visit was conducted due to the COVID-19 pandemic. Parental access requirements were met per the COVID-19 guidelines.

Correction Deadline: 4/13/2021

591-1-1-.29 Required Reporting

Met

Comment

Reminder: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Also, please complete a Required Report in DECAL KOALA for communicable diseases.

Please be sure to report temporary closures in DECAL KOALA under the Required Report tab whenever there are temporary closures for one day or more.

Safety

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. Redirection is used for discipline.

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

Met

Comment

Please remember the Governor's Executive Order does not allow for field trips at this time.

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

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date. The consultant observed an inspection completed for vehicle tag number RHN 4975 and RHN 4977 on May 26, 2020.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 07/29/2020	
Staff # 2	Met
Date of Hire: 03/24/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 07/30/2012	
Staff # 4	Met
Date of Hire: 03/15/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 03/16/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 12/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 11/04/2020	
Staff # 8	Met
Date of Hire: 01/27/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 02/10/2020	
Staff # 10	Met
Date of Hire: 03/04/2020	
Staff # 11	Met

Records Reviewed: 21**Records with Missing/Incomplete Components: 0**

Date of Hire: 12/30/2019

Staff # 12 Met

Date of Hire: 11/04/2019

Staff # 13 Met

Date of Hire: 08/01/2019

Staff # 14 Met

Date of Hire: 07/19/2019

Staff # 15 Met

Date of Hire: 03/26/2014

Staff # 16 Met

Date of Hire: 07/17/2017

Staff # 17 Met

Date of Hire: 04/18/2019

Staff # 18 Met

Date of Hire: 02/05/2020

Staff # 19 Met

Date of Hire: 03/05/2020

Staff # 20 Met

Date of Hire: 05/14/2018

Staff # 21 Met

Date of Hire: 09/22/2014

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete.

Comment

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry. Please ensure that records checks are redone if there is a six month break in service.

Please ensure that satisfactory records checks are updated before the expiration date.

591-1-1-.09 Criminal Records Check(CR) Met**Comment**

Director provided five files for employees hired since last visit.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR. Reminder: online CPR is not accepted. The course must be completed hands on in-person.

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

Documentation observed of required staff training.

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

591-1-1-.31(13) - A Virtual Visit was conducted due to the COVID-19 pandemic. 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 March 31, 2021.

Correction Deadline: 4/13/2021

Staffing and Supervision

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date. Discussed new revision to the supervision rule 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.