



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: 5/13/2020 **VisitType:** Licensing Study **Arrival:** 11:50 AM **Departure:** 1:10 PM

CCLC-47580

Legacy Academy Snellville

1560 Summit Chase Drive Snellville, GA 30078 Gwinnett County
 (770) 982-5530 sue@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.
05/13/2020	Licensing Study	Good Standing	
09/30/2019	Complaint Closure	Good Standing	
09/16/2019	Complaint Investigation & 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	1	2	C	19	C	NA	NA	Free Play
Main	1R- Three's/ Four's		0	0	C	38	C	NA	NA	
Main	2L- One Year		0	0	C	19	C	NA	NA	
Main	3L- Older Ones and Two's		0	0	C	20	C	NA	NA	
Main	3R- Prek A		0	0	C	22	C	NA	NA	
Main	4L- Two Year	Two Year Olds	1	5	C	26	C	NA	NA	Transitioning, Story
Main	4Rr- Prek B		0	0	C	45	C	NA	NA	
Main	Back Right- Three's	Four Year Olds	1	4	C	29	C	NA	NA	Lunch, Story
Main	Back- School Age	Five Year Olds and Six Year Olds and Over	1	10	C	27	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 245						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 21			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

Administrative Review completed on May 13, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 15, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 29, 2020 was reviewed during the virtual inspection. One day letter left on this date.

Plan of Improvement: Developed This Date 05/13/2020

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.decal.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@decal.ga.gov

Jahnel Wilson, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 5/13/2020 **VisitType:** Licensing Study **Arrival:** 11:50 AM **Departure:** 1:10 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.12 - A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

Technical Assistance

591-1-1-.12 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed regarding ensuring that no more than four chairs are stacked in the classroom.

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

Technical Assistance

Technical Assistance

591-1-1-.35 - 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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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 #1 did not have evidence of their mother's work address and physician's phone number and child #5 did not have evidence of their physician's phone number.

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: 5/13/2020

Facility

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

Technical Assistance

Technical Assistance

591-1-1-.19 - 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)

Technical Assistance

Technical Assistance

591-1-1-.25 - 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)

Technical Assistance

Technical Assistance

591-1-1-.26 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed with the director regarding trimming branches growing over the fence on Infant/Toddler playground.

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)

Technical Assistance

Technical Assistance

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.20 - A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Comment

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.

591-1-1-.22 Parental Access

Technical Assistance

Technical Assistance

591-1-1-.22 - A Virtual Visit was conducted due to the COVID-19 pandemic. The appropriate postings were observed regarding access to the building.

Correction Deadline: 5/13/2020

Safety

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

Technical Assistance

Technical Assistance

591-1-1-.11 - 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/Provider on this date. The provider stated that redirection is used for discipline.

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

Met

Comment

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.

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

Not Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date. The inspection was observed to be completed for vehicle tag number RHN4975 on June 3, 2019 and vehicle tag number RHN4977 on June 3, 2019.

Correction Deadline: 5/13/2020

Corrected on 5/13/2020

.36(6) - The previous citation was observed to be corrected in that the times were observed on the forms for transportation. Please be sure to check all of the children being transported forms to ensure that the times are recorded for each time that they are transported.

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that eight children did not have their physician's information and one did not have their emergency contact information.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 5/13/2020

Recited on 5/13/2020

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. The correct number of mats, sheets and blankets were observed on this date.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 02/10/2020	
Staff # 2	Met
Date of Hire: 11/04/2019	
Staff # 3	Not Met
Date of Hire: 11/01/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 4	Met
Date of Hire: 08/01/2019	
Staff # 5	Met
Date of Hire: 03/26/2014	
Staff # 6	Met

Records Reviewed: 10**Records with Missing/Incomplete Components: 1**

Date of Hire: 07/17/2017

Staff # 7 Met

Date of Hire: 02/05/2020

Staff # 8 Met

Date of Hire: 03/05/2020

Staff # 9 Met

Date of Hire: 05/14/2018

Staff # 10 Met

Date of Hire: 09/22/2014

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff #6 was observed to not be electronically ported as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will port all staff prior to them being present in the building to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the rules and regulations and adhere to them to ensure CRC rules are maintained.

Correction Deadline: 5/13/2020**Recited on 5/13/2020**

591-1-1-.14 First Aid & CPR Technical Assistance**Technical Assistance**

591-1-1-.14 - Please ensure that all staff has completed their First Aid and CPR training.

591-1-1-.33 Staff Training Met**Correction Deadline: 9/16/2019****Corrected on 5/13/2020****.33(1) - The previous citation was observed to be corrected in that the orientation was observed to be completed for current staff.**

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

Technical Assistance

591-1-1-.31(13) - 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 May 29, 2020.

Correction Deadline: 5/13/2020

Correction Deadline: 3/16/2020

Corrected on 5/13/2020

.31(2)(b)2. - The previous citation was observed to be corrected in that all teachers listed as leads has evidence of the education credential.

Staffing and Supervision

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

Technical Assistance

Technical Assistance

591-1-1-.32 - A Virtual Visit was conducted due to the COVID-19 pandemic. The appropriate ratio was observed during the virtual visit.

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

Technical Assistance

Technical Assistance

591-1-1-.32 - A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision was observed during the virtual visit.