



**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:** 5/16/2019    **VisitType:** Licensing Study    **Arrival:** 9:15 AM    **Departure:** 5:15 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:** ★ ★

<b>Compliance Zone Designation</b>		
05/16/2019	Licensing Study	Good Standing
12/19/2018	Monitoring Visit	Good Standing
09/06/2018	Complaint Closure	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	1L- Infants	Infants	1	6	C	19	C	NA	NA	Nap,Free Play
Main	1R- Three's/ Four's	PreK	3	22	C	38	C	NA	NA	Circle Time
Main	2L- One Year	One Year Olds	1	5	C	19	C	NA	NA	Outside
Main	3L- Older Ones and Two's	One Year Olds and Two Year Olds	1	8	C	20	C	NA	NA	Circle Time
Main	3R- Prek A	PreK	2	20	C	22	C	NA	NA	Outside
Main	4L- Two Year	Two Year Olds	2	10	C	26	C	NA	NA	Free Play
Main	4Rr- Prek B	Three Year Olds	1	1	C	45	C	NA	NA	Transitioning,Ce nters
Main	Back Right- Three's	Three Year Olds	2	15	C	29	C	NA	NA	Transitioning
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: 87						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**

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Jahnel Wilson, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 5/16/2019    **VisitType:** Licensing Study    **Arrival:** 9:15 AM    **Departure:** 5:15 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(2) - Discussed regarding ensuring that all vinyl equipment are in good repair at all times.

**Correction Deadline: 5/16/2019**

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

**Met**

**Comment**

Center does not provide swimming activities.

### 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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Not Met**

**Correction Deadline: 12/19/2018**

**Corrected on 5/16/2019**

.26(4) - The previous citation was observed to be corrected in that the areas were observed to be repaired. Discussed regarding ensuring to keep checking this regularly during playground checks.

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the swings on the School Age playground was observed to be rusting.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The owner had the links spray painted during the visit.

**Correction Deadline: 5/26/2019**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)**

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Not Met**

**Comment**

A current/completed inspection dated August 1, 2018 was observed for all vehicles used in transporting children this date. The vehicles used were RHN 4977 and RHN 4975.

**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 nine children did not have their physician's information and two 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: 5/17/2019**

<b>Sleeping &amp; Resting Equipment</b>
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**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.

<b>Staff Records</b>
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**Records Reviewed: 27**

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

Staff # 1	Not Met
Date of Hire: 08/06/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 2	Met
Date of Hire: 04/12/2018	
Staff # 3	Met
Date of Hire: 07/30/2018	
Staff # 4	Met
Date of Hire: 10/08/2018	
Staff # 5	Met
Date of Hire: 07/17/2017	
Staff # 6	Not Met
Date of Hire: 07/30/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 7	Met
Date of Hire: 05/03/2019	
Staff # 8	Met
Date of Hire: 05/14/2018	
Staff # 9	Met
Date of Hire: 08/14/2013	
Staff # 10	Met
Date of Hire: 09/22/2014	
Staff # 11	Met
Date of Hire: 07/30/2018	
Staff # 12	Met

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 Date of Hire: 04/18/2019

Staff # 13 Met

Date of Hire: 07/17/2017

Staff # 14 Not Met

Date of Hire: 07/30/2018

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 15 Met

Date of Hire: 04/18/2019

Staff # 16 Met

Date of Hire: 12/15/2018

Staff # 17 Met

Date of Hire: 05/26/2017

Staff # 18 Met

Date of Hire: 05/26/2017

Staff # 19 Met

Date of Hire: 11/26/2018

Staff # 20 Met

Date of Hire: 10/18/2018

Staff # 21 Met

Date of Hire: 07/17/2017

Staff # 22 Met

Date of Hire: 07/17/2017

Staff # 23 Met

Date of Hire: 03/26/2014

Staff # 24 Met

Date of Hire: 07/30/2018

Staff # 25 Met

Date of Hire: 01/15/2015

Staff # 26 Met

Date of Hire: 04/18/2018

Staff # 27

Met

Date of Hire: 04/11/2019

**Staff Credentials Reviewed: 27****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided twelve files for employees hired since last visit.

**Correction Deadline: 12/19/2018****Corrected on 5/16/2019**

**.09(1)(f) - The previous citation was observed to be corrected in that the currently employed staff has completed their comprehensive background checks. Discussed with the provider regarding ensuring that all staff has records checks completed when present with the children or when children are present. Also discussed regarding ensuring that all staff are electronically ported if they are going to be present from another center.**

**591-1-1-.14 First Aid & CPR****Not Met****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 two staff did not have current evidence of CPR and First Aid. One staff's CPR and First Aid expired on December 3, 2018.

**POI (Plan of Improvement)**

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: 6/15/2019****591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that two staff did not have evidence of Health and Safety Orientation Training completed.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 6/15/2019****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**

Adequate supervision observed on this date.