



**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

**Cover Sheet**

**Date:** 11/28/2022 **VisitType:** Complaint Investigation Follow Up

**Arrival:** 10:20 AM

**Departure:** 5:20 PM

**CCLC-37126**

**Legacy Academy Satellite**

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

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
11/28/2022	Complaint Investigation Follow Up	Good Standing
11/28/2022	Complaint Closure	Good Standing
09/20/2022	Monitoring Visit	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	2	7	C	20	C	NA	NA	Free Play, Floor Play
Main	B/2L	One Year Olds	1	3	C	19	C	NA	NA	Story
Main	C/3L	One Year Olds and Two Year Olds	1	5	C	21	C	NA	NA	Outside, Transitioning
Main	D/4L	Two Year Olds	2	12	C	26	C	NA	NA	Art, Transitioning
Main	E/Center L		0	0	C	29	C	NA	NA	
Main	F/Center R		0	0	C	30	C	NA	NA	
Main	G/3R	Three Year Olds and Four Year Olds	2	17	C	31	C	NA	NA	Outside
Main	H/2R	PreK	2	20	C	47	C	NA	NA	Centers
Main	I/1R	PreK	2	19	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: 83	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

This is a complaint investigation and follow up visit.

Plan of Improvement: No Plan Developed 01/01/0001

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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

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Denise Isaza-Tobon, Program Official

Date

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Dianne Clarke, Consultant

Date



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**Findings Report**

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The following information is associated with a Complaint Investigation Follow Up:

**Safety**

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

**Not Met**

**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 staff members #8, and #14 did not have evidence of a current transportation training certificate on file prior to participating in transportation.

**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.

**Correction Deadline: 12/5/2022**

**Recited on 11/28/2022**

**Correction Deadline: 9/20/2022**

**Corrected on 11/28/2022**

**.36(7)(d)2. - The previous citation was observed to be corrected in that the second check was observed to be completed for the week of November 7 and November 14, 2022. Please ensure that the drivers are completing the first and second checks and are recording it on the checklist.**

**Staff Records**

**Records Reviewed: 21**

**Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Date of Hire: 10/11/2021

Staff # 2

Met

**Records Reviewed: 21**

**Records with Missing/Incomplete Components: 4**

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Date of Hire: 08/23/2021

Staff # 3 Met

Date of Hire: 11/16/2020

Staff # 4 Not Met

Date of Hire: 06/27/2022

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5 Met

Date of Hire: 07/26/2021

Staff # 6 Met

Date of Hire: 03/12/2014

Staff # 7 Not Met

Date of Hire: 05/27/2022

"Missing/Incomplete Components"

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

Staff # 8 Met

Date of Hire: 10/18/2022

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

Staff # 9 Met

Date of Hire: 12/13/2021

Staff # 10 Met

Date of Hire: 01/24/2022

Staff # 11 Met

Date of Hire: 09/02/2022

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

Staff # 12 Met

Date of Hire: 08/30/2021

Staff # 13 Met

Date of Hire: 10/13/2021

Staff # 14 Not Met

Date of Hire: 06/27/2022

"Missing/Incomplete Components"

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

**Records Reviewed: 21**

**Records with Missing/Incomplete Components: 4**

Staff # 15 Date of Hire: 08/22/2022	Met
Staff # 16 Date of Hire: 03/11/2014	Met
Staff # 17 Date of Hire: 03/17/2014	Met
Staff # 18 Date of Hire: 03/11/2014	Met
Staff # 19 Date of Hire: 04/11/2014	Met
Staff # 20 Date of Hire: 07/05/2022 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 21 Date of Hire: 11/19/2019	Met

**Staff Credentials Reviewed: 10**

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

**Correction Deadline: 9/20/2022**

**Corrected on 11/28/2022**

**.09(1)(a) - The previous citation was observed to be corrected in that the staff has completed a satisfactory records check determination. Please ensure that staff has completed a satisfactory records check prior to being present at the center.**

**Correction Deadline: 9/21/2022**

**Corrected on 11/28/2022**

**.09(1)(c) - The previous citation was observed to be corrected in that the staff has a comprehensive background check. Please ensure that all staff has completed a comprehensive records check prior to being present at the facility.**

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**591-1-1-.24 Personnel Records Technical Assistance**

**Technical Assistance**

591-1-1-.24(1) - Please ensure that staff applications are kept on file for each new staff.

**Correction Deadline: 12/3/2022**

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**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 orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that the following staff members did not completed health and safety orientation training within their first 90 days of employment:

Staff member #4 with a documented date of hire of June 27, 2022.

Staff member #20 with a documented date of hire of July 5, 2022.

**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 and will ensure that the training includes all required components as required.

**Correction Deadline: 12/19/2022**

**Recited on 11/28/2022**