



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: 4/6/2022 **VisitType:** Licensing Study **Arrival:** 1:25 PM **Departure:** 3:50 PM

CCLC-47580

Legacy Academy Snellville

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

Regional Consultant

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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.
04/06/2022	Licensing Study	Good Standing	
10/20/2021	Monitoring Visit	Good Standing	
04/13/2021	Licensing Study	Good Standing	

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 and One Year Olds	1	2	C	19	C	NA	NA	Snack,Feeding
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	10	C	26	C	NA	NA	Nap
Main	4Rr- Prek B	Three Year Olds and Four Year Olds	1	8	C	45	C	NA	NA	Nap
Main	Back Right- Three's	Six Year Olds and Over	1	3	C	29	C	NA	NA	Nap
Main	Back- School Age	Six Year Olds and Over	1	5	C	27	C	NA	NA	Nap
			Total Capacity @35 sq. ft.: 245			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 28			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

On this date, consultant followed up to previous visit and conducted an on-site Licensing study. Consultant requested provider submit required documents for the Administrative Review process.

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

If your center conducts transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Plan of Improvement: Developed This Date 04/06/2022

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.decal.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 1 855-800-7747 or qualityrated@decal.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 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)

Jahnel Wilson, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 4/6/2022 **VisitType:** Licensing Study **Arrival:** 1:25 PM **Departure:** 3:50 PM

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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 variety of equipment and toys were observed throughout the center.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

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

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 #4 did not have their street address complete and child #5 did not have 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: 4/6/2022

	Facility
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591-1-1-.06 Bathrooms**Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the boys bathroom in the 1R classroom was observed to not be working.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 5/6/2022

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)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed:

- 1R: Hand sanitizer, shaving cream were observed in an unlocked cabinet under the sink.
- 4L: Men's grooming cream was observed in a child's bag and accessible.
- 4Rr: Diaper cream, Aquaphor, and plastic wipes bag which read keep out of reach of children were observed in a child's bag and accessible.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The teacher removed the item during the visit.

Correction Deadline: 4/6/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following repairs were needed:

- 4L: The light was observed to not be working in the bathroom.
- Back Right: The bathroom light was not working in the girls bathroom.
- School Age: The light switch cover was missing in the boys bathroom.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 5/6/2022

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

591-1-1-.26(6) - Please ensure that all equipment are in good repair on the playground including bike handles.

Correction Deadline: 4/16/2022

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)**Met****Comment**

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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

Staff stated that redirection, talking and reading, and guidance is used for discipline.

591-1-1-.13 Field Trips(CR)**Technical Assistance****Technical Assistance**

591-1-1-.13(6) - Please ensure that all children have their medical emergency forms for field trips.

Correction Deadline: 4/6/2022

591-1-1-.36 Transportation(CR)**Not Met****Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the vehicle inspection was not uploaded for vehicle tag number RHN 4975, the vehicle that was checked during the on-site visit.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 5/4/2022

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that there were three children participating in transportation during the week of March 21 and March 28, 2022 who did not have evidence of their transportation agreement uploaded.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 4/7/2022

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 three children participating in transportation during the week of March 21 and March 28, 2022, did not have evidence of their medical emergency forms uploaded.

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: 4/7/2022

Sleeping & Resting Equipment

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

Technical Assistance

Comment

Pleasant naptime environment observed.

Technical Assistance

591-1-1-.30(1)(b)1 - Please ensure that teachers are maintaining mats and keeping in good repair. Tape can be used as a temporary measure to repair mats.

Correction Deadline: 4/6/2022

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 4

Staff # 1	Met
Date of Hire: 08/13/2021	
Staff # 2	Met
Date of Hire: 01/20/2022	
Staff # 3	Met
Date of Hire: 12/07/2021	

Staff # 4	Met
Staff # 5 Date of Hire: 07/26/2021	Met
Staff # 6 Date of Hire: 07/30/2012	Met
Staff # 7 Date of Hire: 03/14/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8 Date of Hire: 03/15/2021	Met
Staff # 9 Date of Hire: 07/26/2021	Met
Staff # 10 Date of Hire: 12/06/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 11 Date of Hire: 11/05/2021	Met
Staff # 12 Date of Hire: 01/29/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 11/04/2019	Met
Staff # 14 Date of Hire: 01/24/2022 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 15 Date of Hire: 07/19/2019	Met
Staff # 16 Date of Hire: 07/17/2017	Met
Staff # 17	Met

Records Reviewed: 24**Records with Missing/Incomplete Components: 4**

Date of Hire: 03/26/2014

Staff # 18 Met

Date of Hire: 04/18/2019

Staff # 19 Met

Date of Hire: 09/20/2021

Staff # 20 Not Met

Date of Hire: 01/03/2022

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 21 Met

Date of Hire: 01/28/2022

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

Staff # 22 Met

Date of Hire: 01/20/2022

Staff # 23 Met

Date of Hire: 05/14/2018

Staff # 24 Not Met

Date of Hire: 09/22/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Correction Deadline: 10/20/2021****Corrected on 4/6/2022****.09(1)(a) - The previous citation was observed to be corrected in that the current staff has their satisfactory records check. Please ensure that all staff has a current or updated records check before being present at the facility.****Correction Deadline: 10/20/2021****Corrected on 4/6/2022****.09(1)(c) - The previous citation was observed to be corrected in that the current staff has their satisfactory records check. Please ensure that all staff has a current or updated records check before being present at the facility.****Correction Deadline: 10/20/2021****Corrected on 4/6/2022****.09(1)(j) - The previous citation was observed to be corrected in that the current staff has their satisfactory records check. Please ensure that all staff eligible are electronically ported before being present at the facility.**

591-1-1-.14 First Aid & CPR**Not Met****Comment**

Please replace/add missing/expired item(s) in first aid kit(s).

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 staff #14 and #20 did not have evidence of CPR and First Aid within 90 days. Staff #10 completed the CPR course online.

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: 5/6/2022

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

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

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.