



**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:** 10/20/2021 **VisitType:** Monitoring Visit

**Arrival:** 10:30 AM

**Departure:** 12:45 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

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/20/2021	Monitoring Visit	Good Standing	
04/13/2021	Licensing Study	Good Standing	
01/28/2021	Complaint Investigation by Phone	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	1	5	C	19	C	NA	NA	Nap,Lunch
Main	1R- Three's/ Four's	GA PreK	2	10	C	38	C	NA	NA	Nap
Main	2L- One Year		0	0	C	19	C	NA	NA	Not In Use
Main	3L- Older Ones and Two's	One Year Olds	1	6	C	20	C	NA	NA	Transitioning,Lunch
Main	3R- Prek A	GA PreK	2	12	C	22	C	NA	NA	Story
Main	4L- Two Year	Two Year Olds	2	12	C	26	C	NA	NA	Lunch,Transitioning
Main	4Rr- Prek B		0	0	C	45	C	NA	NA	Not In Use
Main	Back Right- Three's	Three Year Olds	1	11	C	29	C	NA	NA	Nap
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: 56			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**

A virtual inspection was conducted on October 20, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.

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.

One Day Letter left.

Plan of Improvement: Developed This Date 10/20/2021

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 New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@decal.ga.gov)

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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)

---

Jahnel Wilson, Program Official

Date

---

Dianne Clarke, Consultant

Date



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

### Findings Report

**Date:** 10/20/2021 **VisitType:** Monitoring Visit

**Arrival:** 10:30 AM

**Departure:** 12:45 PM

**CCLC-47580**

**Legacy Academy Snellville**

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

**Mailing Address**  
Same

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

The following information is associated with a Monitoring Visit:

#### 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

**591-1-1-.08 Children's Records**

**Met**

**Correction Deadline: 4/13/2021**

**Corrected on 10/20/2021**

**.08(1) - The previous citation was observed to be corrected in that the information for the children were observed to be completed. Discussed regarding ensuring that all information be completed on enrollment applications before children begin at the center or when information is updated annually.**

#### 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.

---

**Health and Hygiene**

---

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated proper knowledge of diapering procedures.

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

---

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

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

---

**Safety**

---

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated that redirection, talking with the children and verbal warnings are used for discipline.

---

**591-1-1-.36 Transportation(CR)****Met****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: 19****Records with Missing/Incomplete Components: 2**

---

Staff # 1

Met

Date of Hire: 05/17/2021

Staff # 2

Met

Date of Hire: 08/12/2021

Staff # 3

Met

Date of Hire: 09/24/2021

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

Staff # 4

Not Met

Date of Hire: 07/26/2021

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Met

Date of Hire: 07/30/2012

Staff # 6

Met

Date of Hire: 08/22/2021

Staff # 7

Met

Date of Hire: 03/15/2021

Staff # 8

Not Met

Date of Hire: 07/26/2021

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 9

Met

Date of Hire: 09/02/2021

Staff # 10

Met

Date of Hire: 01/27/2021

Staff # 11

Met

Date of Hire: 03/04/2020

Staff # 12

Met

Date of Hire: 11/04/2019

Staff # 13

Met

Date of Hire: 07/19/2019

Staff # 14

Met

Date of Hire: 03/26/2014

Staff # 15

Met

Date of Hire: 07/17/2017

Staff # 16 Met  
 Date of Hire: 04/18/2019

Staff # 17 Met  
 Date of Hire: 09/20/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18 Met  
 Date of Hire: 05/14/2018

Staff # 19 Met  
 Date of Hire: 09/22/2014

**Staff Credentials Reviewed: 6**

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

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff #8 did not have a fingerprint application submitted.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to complete a finger print application for staff prior to them being present at the center to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 CRC modules regarding criminal records to ensure the CRC rules are maintained. An application was submitted for the staff on October 20, 2021.

**Correction Deadline: 10/20/2021****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that staff #8 did not have evidence of a current satisfactory Comprehensive Records Check Determination prior to being present at the center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to receive a completed a records check determination for staff prior to being present at the center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to them being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 CRC modules regarding criminal records to ensure the CRC rules are maintained. The provider has submitted an application and a letter has been received on October 20, 2021.

**Correction Deadline: 10/20/2021**

**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 #4 was not electronically ported to the center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will be sure to complete portability request for all staff prior to them being present at the center 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 CRC modules regarding criminal records to ensure CRC rules are maintained.

**Correction Deadline: 10/20/2021**

---

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

**Comment**

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

---

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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.