



**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:** 11/18/2021 **VisitType:** Licensing Study

**Arrival:** 7:55 AM

**Departure:** 8:55 AM

**CCLC-38611**

**Legacy Academy Roswell**

10650 Houze Rd Roswell, GA 30076 Fulton County  
(678) 366-9000 samantha@legacyacademy.com

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

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emma.smith@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
11/18/2021	Licensing Study	Good Standing	
04/21/2021	Monitoring Visit	Good Standing	
10/28/2020	Licensing Study	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	B- 12mth - 17mth Dreamers		0	0	C	17	C	NA	NA	Not In Use
Main	C- 18mth-24mth Travelers		0	0	C	21	C	NA	NA	Not In Use
Main	D-2's Adventurers		0	0	C	25	C	NA	NA	Not In Use
Main	E-2's Adventurers		0	0	C	22	C	NA	NA	Not In Use
Main	F- 3's Discovers		0	0	C	21	C	NA	NA	Not In Use
Main	G-3's Discovers		0	0	C	24	C	NA	NA	Not In Use
Main	H- School Age Explorers		0	0	C	23	C	NA	NA	
Main	I - 4/5 Yrs Voayagers	Four Year Olds	1	13	C	31	C	NA	NA	Nap
Main	J 0 4/5 Yrs Voyagers	GA PreK	1	11	C	22	C	NA	NA	Nap
Main	Rm. A- Infants-Dreamers	Infants and One Year Olds	2	4	C	18	C	NA	NA	Nap,Floor Play

Total Capacity @35 sq. ft.: 224

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 28

Total Capacity @35 sq. ft.: 224

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

An Administrative Review was conducted on November 18, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on November 18, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant provided flyers regarding the CCLC Virtual Core Rules Refresher Sessions, OLLI Beyond th Rules and ActiveSupervision training.



Plan of Improvement: No Plan Developed

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

**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.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)

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)

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Samantha Seitz, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

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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)**

**N/A**

**Comment**

Splash pad not in use at this time, gates observed locked.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized. for five records reviewed.

### Facility

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition** **Met**

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations** **Met**

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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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)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

**Comment**

Program observed complete emergency response plan.

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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**Safety**

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**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 and staff on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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

591-1-1-.36 - Emergency medical transportation paperwork were discussed with the director.

**Comment**

A current/completed inspection was observed for two vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The two vehicles used in transporting children had an approved fire extinguisher and first aid kit on this date.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 04/21/2021

Staff # 2

Met

Date of Hire: 07/30/2021

Staff # 3

Met

Date of Hire: 09/27/2021

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

Staff # 4

Met

Date of Hire: 11/03/2021

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

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 0**

Staff # 5 Met  
Date of Hire: 08/02/2015

Staff # 6 Met  
Date of Hire: 11/12/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7 Met  
Date of Hire: 12/22/2020

**Staff Credentials Reviewed: 4**

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

**Comment**

Criminal record checks were observed to be complete for all current staff.

**Comment**

Director provided five files for employees hired since last visit.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training Technical Assistance**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

591-1-1-.33(4) - Discussed Food Preparation and Nutrition training with the director on this date.

**Correction Deadline: 12/18/2021**

**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.