



**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: 9/16/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 9:05 AM **Departure:** 5:40 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: ★ ★

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. 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.
09/16/2019	Complaint Investigation & Monitoring Visit	Good Standing	
07/25/2019	Complaint Closure	Good Standing	
06/18/2019	Complaint Investigation Follow Up	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	4	C	19	C	NA	NA	Outside
Main	1R- Three's/ Four's	PreK	4	17	C	38	C	NA	NA	Centers
Main	2L- One Year	One Year Olds	1	6	C	19	C	NA	NA	Outside
Main	3L- Older Ones and Two's	One Year Olds	1	5	C	20	C	NA	NA	Free Play
Main	3R- Prek A	PreK	3	15	C	22	C	NA	NA	Outside
Main	4L- Two Year	Two Year Olds	2	11	C	26	C	NA	NA	Centers
Main	4Rr- Prek B	Three Year Olds	1	8	C	45	C	NA	NA	Free Play
Main	Back Right- Three's	Three Year Olds	1	9	C	29	C	NA	NA	Art
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: 75

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

Please review the rules and regulations for updates.
Reminder: please be sure to electronically port staff that will be present at the facility.

Plan of Improvement: Developed This Date 09/16/2019

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.

- 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 1/2 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

Jahnel Wilson, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Technical Assistance

591-1-1-.12(2) - Please ensure that all equipment are in good repair. Tape can be use to temporarily cover holes in vinyl seating.

Correction Deadline: 9/16/2019

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)

Technical Assistance

Comment

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

Technical Assistance

591-1-1-.25(8) - Please ensure that all outlets remain covered at all times when not in use, especially in classrooms that are being occupied.

Correction Deadline: 9/16/2019

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

Technical Assistance

Technical Assistance

591-1-1-.26(6) - Please be sure to keep an eye on the swing chain links for rusting.

Correction Deadline: 9/26/2019

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

Age-appropriate discussion and/or redirection observed.

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

Not Met

Technical Assistance

591-1-1-.36(4)(b) - Please be sure to have drivers check seats for holes and repair temporarily with tape until it can be repaired.

Correction Deadline: 9/17/2019

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 ten of 26 children did not have evidence of the times recorded on their authorization forms.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization. The center completed the times during the visit.

Correction Deadline: 9/17/2019

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 seven children did not have their physician's information and one 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: 9/16/2019

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 08/01/2019	
Staff # 2	Met
Date of Hire: 07/19/2019	
Staff # 3	Met
Date of Hire: 03/26/2014	
Staff # 4	Met
Date of Hire: 07/17/2017	
Staff # 5	Met
Date of Hire: 05/14/2018	
Staff # 6	Met
Date of Hire: 09/22/2014	

Staff Credentials Reviewed: 2

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

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 three staff were observed to not be electronically ported as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will port all staff prior to them being present in the building 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 rules and regulations and adhere to them to ensure CRC rules are maintained. The assistant director completed portability during the visit for all staff.

Correction Deadline: 9/16/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that two new staff hired did not have current evidence of orientation completed.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 9/16/2019

Correction Deadline: 6/15/2019

Corrected on 9/16/2019

.33(3) - The previous citation was observed to be corrected in that all staff eligible has current evidence of Health and Safety Orientation Training.

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that three lead teachers did not have current evidence of education credential. All three teachers were currently enrolled in a class.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 3/16/2020

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.

The following information is associated with a Complaint Investigation Visit:

Activities and Equipment

Correction Deadline: 7/25/2019

Corrected on 9/16/2019

.12(3) - The previous citation was observed to be corrected in that equipment was observed to be positioned to limit the danger of accident or injury. Discussed with the assistant director regarding ensuring that equipment is positioned to prevent injury or accident.

Policies and Procedures

Correction Deadline: 7/25/2019

Corrected on 9/16/2019

.29(3) - The previous citation was observed to be corrected in that there has been no serious injuries requiring notification to the department but assistant director stated that they will complete the report via the DECAL KOALA account and notify consultant if needed.