



**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:** 4/16/2018    **VisitType:** Monitoring Visit    **Arrival:** 4:05 PM    **Departure:** 6:30 PM

**CCLC-33016**

**Leapfrog Academy of Excellence**

6400 Shannon Parkway Union City, GA 30291 Fulton County  
 (770) 306-7333 latishalettleapfrogacademies@yahoo.com

**Regional Consultant**

Stephen Knighton  
 Phone: (770) 342-7943  
 Fax: (678) 891-5990  
 coty.cummings@dec.al.ga.gov

**Mailing Address**

3740 Flat Shoals Road  
 Union City, GA 30291

**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.
04/16/2018	Monitoring Visit	Good Standing	
12/15/2017	Licensing Study	Good Standing	
07/06/2017	POI 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
Building 2	Classroom A-1		0	0	C	34	C	47	C	
Total Capacity @35 sq. ft.: 34					Total Capacity @25 sq. ft.: 76					
Main	A Left	Six Year Olds and Over	1	13	C	21	C	30	C	Supper
Main	B Right	Six Year Olds and Over	1	8	C	10	C	15	C	Outside
Main	C Middle	Six Year Olds and Over	1	10	C	11	C	15	C	Transitioning, Supper
Total Capacity @35 sq. ft.: 42					Total Capacity @25 sq. ft.: 76					
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 76			Total Capacity @25 sq. ft.: 76				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	35	C

**Comments**

Plan of Improvement: Developed This Date 04/16/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.

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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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Latisha Lett, Program Official

Date

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Stephen Knighton, Consultant

Date



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### Findings Report

**Date:** 4/16/2018    **VisitType:** Monitoring Visit    **Arrival:** 4:05 PM    **Departure:** 6:30 PM

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The following information is associated with a Monitoring Visit:

**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.

**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)****Met****Comment**

No hazards observed accessible to children on this date.

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

**Correction Deadline: 12/31/2017**

**Corrected on 4/16/2018**

**.26(4) - Consultant observed previous citation to be corrected in that the fencing has been repaired and no longer poses a potential hazard to children in care.**

**Health and Hygiene**

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

This is an afterschool program, no diapered children are enrolled.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 12/25/2017****Corrected on 4/16/2018****.21(1)(p) - Consultant observed previous citation to be corrected in that the center was able to provide a written plan for handling emergencies as required.**

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**Safety**

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

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

**Correction Deadline: 12/16/2017****Corrected on 4/16/2018****.36(7)(d)1. - Consultant observed previous citation to be corrected in that consultant observed first and second checks to be conducted as required.**

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**Sleeping & Resting Equipment**

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

This is an after school program, no diapered children are enrolled.

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**Staff Records**

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**Records Reviewed: 9****Records with Missing/Incomplete Components: 1**

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Staff # 6

Not Met

Date of Hire: 02/22/2016

"Missing/Incomplete Components"

.16(b)-40 Hr. Director Training Missing

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on a review of records that the driver of the transportation bus had expired CPR and First Aid training.

**POI (Plan of Improvement)**

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

**Correction Deadline: 4/16/2018**

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**591-1-1-.33 Staff Training****Met****Correction Deadline: 1/14/2018****Corrected on 4/16/2018**

**.33(3) - Consultant observed previous citation to be corrected in that all staff were observed to have completed health and safety orientation as required.**

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**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records that the director did not possess at least one of the minimum academic requirements to be the director of a child care learning facility.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 4/16/2018**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.