



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: 5/14/2019 **VisitType:** Licensing Study **Arrival:** 3:00 PM **Departure:** 5:40 PM

CCLC-33016

Leapfrog Academy of Excellence

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

Mailing Address

3740 Flat Shoals Road
 Union City, GA 30291

Regional Consultant

Princess Walton

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princess.walton@dec.al.ga.gov

Joint with: Shannon Curtis

Quality Rated: No

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.
05/14/2019	Licensing Study	Support	
12/12/2018	Monitoring Visit	Good Standing	
04/16/2018	Monitoring Visit	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	Five Year Olds and Six Year Olds and Over	2	15	C	21	C	30	C	Homework,Free Play
Main	B Right	Six Year Olds and Over	1	18	NC	10	NC	15	NC	Free Play,Homework
Main	C Middle	Five Year Olds and Six Year Olds and Over	1	10	C	11	C	15	C	Free Play,Homework
Total Capacity @35 sq. ft.: 42			Total Capacity @25 sq. ft.: 76							
Total # Children this Date: 43			Total Capacity @35 sq. ft.: 76			Total Capacity @25 sq. ft.: 76				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	35	C

Comments

The purpose of this visit is to conduct a licensing study visit and to follow-up to previous visit. A criminal background check one-day letter was left with the director.

Plan of Improvement: Developed This Date 05/14/2019

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.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

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@decal.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://decal.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)



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.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

Latisha Lett, Program Official

Date

Princess Walton, Consultant

Date

Shannon Curtis, 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)

Met

Comment

Center does not provide swimming activities.

Facility

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

Not Met

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on consultant observation that the classroom on the right was observed to have 18 children in a classroom licensed for 10 and 15 children during the hours of 3:15p.m to 5:15p.m.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 5/30/2019

Recited on 5/14/2019

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

Technical Assistance

Technical Assistance

591-1-1-.25(13) - Please ensure that hazard materials or supplies are not accessible to children.

Correction Deadline: 5/14/2019

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence surrounding the outdoor play area presented the following potential hazards: The fence on the right side by the building has become disconnected and has many exposed edges and wires along with detached leaning poles.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/1/2019**Recited on 5/14/2019****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant observation that a pole with wires was laying out on the playground towards the back that is accessible and a potential hazard to children.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 5/30/2019**Recited on 5/14/2019**

Health and Hygiene

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

No children enrolled who require diapering. School age children attend only for after school hours.

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

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

Center does not participate in field trips at this time.

Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Correction Deadline: 12/17/2018

Corrected on 5/14/2019

.36(1)(a) - Previous citation was corrected.

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on consultant's observation that the first and second seats were ripped and torn exposing foam that could be a potential hazard to children. It was further determined that the inside of the van had a bad odor, stains on the seats and trash on the floor of the van.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 6/1/2019

Sleeping & Resting Equipment

Comment

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 3

Staff # 2

Not Met

Date of Hire: 10/01/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Not Met

Date of Hire: 11/09/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 7

Not Met

Date of Hire: 08/22/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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 consultant observation that an employee with a hired date of September 12, 2013 did not have a criminal background check portability within the preceding 12 months.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review modules on criminal background check 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 update all employees criminal background checks to ensure CRC rules are maintained.

Correction Deadline: 5/15/2019

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant observation that two staff did not have a complete health and safety training within the first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 6/13/2019

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****Correction Deadline: 12/12/2018****Corrected on 5/14/2019**

.32(7) - Previous citation was corrected. Consultant's discussed a supervision plan with the director.