



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: 6/9/2022 **VisitType:** Licensing Study

Arrival: 11:00 AM **Departure:** 12:00 PM

CCLC-27666

LeapFrog Early Learning Academy

3740 Flat Shoals Road Union City, GA 30291 Fulton County
 (770) 306-8181 lisapolkleapfrogacademies@yahoo.com

Regional Consultant

Princess Walton

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princess.walton@decal.ga.gov

Mailing Address

905 Yale Rd
 Boulder, CO 80305

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.
06/09/2022	Licensing Study	Good Standing	
09/14/2021	Complaint Closure	Good Standing	
08/05/2021	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	1st Left	One Year Olds and Two Year Olds	1	8	C	14	C	NA	NA	Circle Time
Main	1st Right	Infants	2	6	C	14	C	NA	NA	Nap, Free Play
Main	2nd Left	Three Year Olds	2	18	C	20	C	NA	NA	Centers
Main	2nd Right	Two Year Olds	2	16	C	15	NC	NA	NA	Free Play
Main	Down Front	Three Year Olds and Four Year Olds	2	15	C	26	C	37	C	Outside
Main	Down Rear	Four Year Olds and Five Year Olds	2	19	C	19	C	27	C	Circle Time
Total Capacity @35 sq. ft.: 108					Total Capacity @25 sq. ft.: 127					
Total # Children this Date: 82					Total Capacity @25 sq. ft.: 127					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Playground	91	C
Main	Side Playground	23	C

Comments

This visit was conducted on June 9, 2022.

Plan of Improvement: Developed This Date 06/09/2022

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/RuleAndRegulations.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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Lisa Polk, Program Official

Date

Princess Walton, Consultant

Date



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Findings Report

Date: 6/9/2022 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:00 PM

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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

Equipment and furniture observed to be properly secured, as applicable.

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) - Ensure electrical outlet have covers.

Correction Deadline: 6/9/2022

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

Correction Deadline: 8/5/2021

Corrected on 6/9/2022

.26(6) - Previous citation was corrected.

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 on the large playground the wooded logs around the playground equipment had several ants and termites on them. It was further observed that a tree branch was hanging down and on the back fence that could be a potential hazard to children.

POI (Plan of Improvement)

Per administrator, repairs will be corrected immediately.

Correction Deadline: 7/8/2022

Recited on 6/9/2022

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**

Staff were observed to remind children to wash hands.

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

Correction Deadline: 8/5/2021

Corrected on 6/9/2022

.20(3) - Previous citation was corrected. Consultant discussed medication forms with the director.

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)**Met****Comment**

Center does not participate in field trips at this time.

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

Consultant did not observed transportation on this day. Staff stated that the vehicles are down and were not on property.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Technical Assistance**

591-1-1-.30(2) - Consultant discuss with staff to ensure that infants are placed on their backs in the cribs.

Correction Deadline: 6/9/2022

Staff Records

Staff # 1	Met
Date of Hire: 01/04/2022	
Staff # 2	Met
Date of Hire: 06/01/2021	
Staff # 3	Met
Date of Hire: 12/03/2018	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Date of Hire: 07/17/2021	
Staff # 8	Met
Date of Hire: 02/28/2019	
Staff # 9	Met
Date of Hire: 03/11/2021	
Staff # 10	Met
Staff # 11	Met
Date of Hire: 07/25/2019	
Staff # 12	Met
Date of Hire: 07/05/2021	
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 04/11/2022	
Staff # 16	Not Met
Date of Hire: 08/19/2014	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training	
Staff # 17	Met
Date of Hire: 12/02/2020	

Staff # 18

Not Met

Date of Hire: 10/14/2019

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 2**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

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

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records that six staff members, hired more than 90 days ago, did not have evidence of completing CPR and First Aid training. It was determined based on review of staff files that the director and one staff did not have evidence of completing the CPR/First Aid training on this date, as required.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 7/8/2022**Recited on 6/9/2022****591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of staff files that the director did not have the required nutrition training.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 7/13/2022

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records and administrative review that ten staff members did not have evidence of completing the required 10 hours of annual training for 2020. It was determined based on review of staff files that two staff were observed to be missing annual training.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 7/8/2022

Recited on 6/9/2022

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

Technical Assistance

Technical Assistance

591-1-1-.31(2)(b)2. - Lead Teacher credentials discussed with the director.

Correction Deadline: 6/9/2022

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.