



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.dec.al.ga.gov

(Cover Sheet)

Date: 2/25/2021

VisitType: EX-Monitoring

Arrival: 9:00AM

Departure: 9:40AM

EX-52935 EXMT-17701 EX-7 - Day camp
Honors Academy Incorporated

2295 Lake Harbin Rd, Morrow GA 30260 Clayton
County
(404) 975-3334 honorsacademy2352@gmail.com

Mailing Address

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include levels P1, P2, P3 and I1, I2, I3.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows for Classroom 1 and Classroom 2.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 20

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 02/25/21 with additional documentation received on 02/26/21. The virtual visit was conducted virtually via Zoom with Mrs. Doretha Riley. The Program was found operating as approved. Discussed Health and Safety Protocols in regards to COVID 19 - program completes temperature checks, parents are not allowed in the building, hand sanitizers are used upon entering the building and handwashing/sanitation practices are completed before eating and after toileting. TA was provided regarding the posting of the approval letter to be adjacent to the Certificate of Exemption. TA was also provided regarding the importance of obtaining zoning approval. Program is in the process of contacting the appropriate department in order to obtain approval.

Corrective Action Plan: No Plan Developed



Please refer the website, http://www.dec.al.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

By signing this report I acknowledge that the report was discussed with me and if there are any missing requirements I am responsible for submitting them as outlined to Maximus or the CAPS program.

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.

1. Facility name, program 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 standard(s) that you are refuting, along with your concerns or questions regarding the citation
4. Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date of the visit to the facility.
5. Your refutation will be forwarded to the CCS Exemptions Unit manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 770-293-5977.

Any violation which subjects a child to injury or life threatening situation or continued non-compliance may jeopardize participation in the CAPS program for eligible license-exempt program (government-owned facilities and day camps).

Director/Person-in-charge Signature _____

Printed Name _____ Date _____

Specialist Signature _____ Date _____



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.dec.state.ga.gov

(Summary Report)

Date: 2/25/2021

VisitType: EX-Monitoring

Arrival: 9:00AM

Departure: 9:40AM

**EX-52935 EXMT-17701 EX-7 - Day camp
Honors Academy Incorporated**

2295 Lake Harbin Rd, Morrow GA 30260 Clayton
County
(404) 975-3334 honorsacademy2352@gmail.com

Mailing Address

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A

Met

Comment

EX-HS-.A(1) - Provider does provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

Correction Deadline: 2/25/2021

EX-HS-.F Equipment & Toys (CS)

Met

Comment

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

EX-HS-.Q Swimming Pools & Water-related Activities (CS)

Met

Comment

Program does not provide swimming activities.

Children's Records

EX-HS-.C

Met

Comment

EX-HS-.C(1) - It was determined the program does maintain a file for each child while such child is in care at the Program and for a period of one (1) year after such child is no longer in care at the Program. The file does contain the following: identifying information about the child to include: name, date of birth, sex, address, and names of both Parents, if applicable, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released.

Correction Deadline: 2/25/2021

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Technical Assistance

Technical Assistance

EX-HS-.X(1) . TA was provided in the placement of the Approval letter in a prominent place. Notice of Exemption was posted.

Correction Deadline: 2/25/2021

Facility**EX-HS-.B****Met****Comment**

EX-HS-.B(2) - Bathrooms are located adjacent to the childcare areas. Supplies are within easy reach of children and equipped with soap, toilet tissue and single-use towels.'

Correction Deadline: 3/27/2021**EX-HS-.L Physical Plant (NCP)****Met****Comment**

Observed approval from the Department, fire safety agencies and local building authorities.

EX-HS-.M Playgrounds (CS)**Met****Comment**

No playground provided.

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)****Met****Comment**

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)**Met****Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed.

EX-HS-.I Medications (CS)**Met****Comment**

Medication is not dispensed.

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Met****Comment**

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

EX-HS-.T Required Reporting (NCP)**Met****Comment**

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****Met****Comment**

No field trips are offered.

EX-HS-.E Discipline (CS)**Met****Comment**

Determined age-appropriate discipline is communicated to staff on this date.

EX-HS-.R Transportation (CS)**Met****Comment**

EX-HS-.R(1)(a) - No transportation is provided.

Correction Deadline: 3/2/2021

Sleeping & Resting Equipment**EX-HS-.V Safe Sleeping and Resting Requirements (CS)****Met****Comment**

No safe sleep policies are necessary.

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

Staff # 1 Met
Date of Hire: 08/31/2020Staff # 2 Met
Date of Hire: 08/31/2020Staff # 3 Met
Date of Hire: 08/31/2020Staff # 4 Met
Date of Hire: 08/31/2020Staff # 5 Met
Date of Hire: 08/31/2020Staff # 6 Met
Date of Hire: 08/31/2020Staff # 7 Met
Date of Hire: 01/21/2021Reminder - Health & Safety training is required within 90 calendar days of hired

EX-HS-.K**Met****Comment**

EX-HS-.K(1) - It was determined that the program does maintain a personnel file on all Staff for the duration of the term of employment.

Correction Deadline: 3/2/2021

EX-HS-.N**Met****Comment**

EX-HS-.N(1) - It was determined the program does have a Director/Administrator who is responsible for the supervision, operation and maintenance of the program. The Director/Administrator is on the premises and if absent from the program at any time during the hours of operation, there shall be an officially designated person on-site to assume responsibility for the operation of the program.

Correction Deadline: 2/25/2021

EX-HS-D Criminal Records and Comprehensive Background Checks (CS)**Met****Comment**

Criminal record checks were observed to be complete.

EX-HS-W First Aid & CPR (NCP)**Met****Comment**

Observed evidence of staff training in CPR and first aid.

EX-HS-P Staff Training (NCP)**Met****Comment**

Observed initial orientation for all staff.

Staffing and Supervision

EX-HS-O Staff:Child Ratios and Supervision (CS)**Met****Comment**

Program observed to maintain appropriate staff: child ratios.