



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

(Cover Sheet)

Date: 12/1/2022

VisitType: EX-Monitoring

Arrival: 2:00PM

Departure: 4:20PM

EX-42706 EXMT-12534 EX-1 - Government
Cobb County District ASP - Hollydale Elementary School

Regional Consultant

Nilia Lalin

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Mailing Address

P.O. Box 1088, GA 30061

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Dismissal.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include Cafeteria, Computer room, Gym, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 8

Comments:

A CAPS Monitoring Visit was completed on December 1, 2022. A One Day Letter was left at the program. The visit report and resources were emailed to provider.

Corrective Action Plan: Developed This Date

Box containing a fingerprint icon and text regarding website updates for criminal records checks as of October 1, 2018, listing requirements for staff clearance and supervision.

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 _____



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(Summary Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the Program.

Comment

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

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

N/A

Comment

Program does not provide swimming activities.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

Observed fire drill records. Only the exemption certificate was observed posted by the main entrance. Provider reported that children's immunization records are kept by the nurse in the main office.

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

Provider reported that fire drills are conducted monthly and is kept in the school office.

EX-HS-.M Playgrounds (CS)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)

Met

Comment

Hand washing requirements for diapering were discussed with the staff responsible to assist diapered children on this date.

Comment

Staff state proper knowledge of diapering procedures.

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)**N/A****Comment**

Medication is not dispensed

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of records that the program had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

POI (Plan of Improvement)

The Program will establish and implement policies and procedures that will include components in in letters a,b, c, d, f, and g.

Correction Deadline: 12/6/2022

EX-HS-.T Required Reporting (NCP)**N/A****Comment**

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****N/A****Comment**

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS)**N/A****Comment**

Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)

Met

Comment

No infants are enrolled.

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 8

| | |
|--|---------|
| Staff # 1 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.D-Criminal Records Check Missing | |
| Staff # 2 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.D-Criminal Records Check Missing | |
| Staff # 3 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training | |
| Staff # 4 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.D-Criminal Records Check Missing | |
| Staff # 5 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.P(4)-Annual Training 10 Hours | |
| Staff # 6 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.D-Criminal Records Check Missing | |
| Staff # 7 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing | |
| Staff # 8 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(4)-Annual Training 10 Hours | |

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)

Not Met

Finding

EX-HS-.D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined based on review of records that seven out of eight staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that new staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 12/1/2022

EX-HS-.W First Aid & CPR (NCP)

Met

Comment

Staff reported that all the afterschool staff are trained in CPR and first aid.

EX-HS-.P Staff Training (NCP)

Not Met

Finding

EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that two out of eight staff did not have 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

Correction Deadline: 12/31/2022

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

EX-HS-.O Staff:Child Ratios and Supervision (CS)

Met

Comment

Adequate supervision observed on this date.