

**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:** 4/15/2021**VisitType:** EX-Monitoring**Arrival:** 1:00PM**Departure:** 2:15PM**EX-42894 EXMT-4837 EX-1 - Government
Arbor Station Elementary (Douglas County
School ASP)**9999 Parkway South, Douglasville GA 30135
Douglas County
(770) 651-3000 gina.albanese@dcssga.org**Mailing Address**

P.O. BOX 1077, GA 30133

Regional Consultant

Keia Cole

Phone: (678) 717-5146

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keia.cole@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
4/15/2021	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafe 400		0	0	Y	Snacks, meals, homework, crafts, attendance
Gym		0	0	Y	Active activities

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

The Program is currently operating within the parameters set forth by the approval conditions. CAPS monitoring visit conducted with Ms. Gina Albanese, program director, and Ms. Mitzi Teal, program official.

Corrective Action Plan:Developed This Date

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_____

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(Summary Report)**Date:** 4/15/2021**VisitType:** EX-Monitoring**Arrival:** 1:00PM**Departure:** 2:15PM**EX-42894 EXMT-4837 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****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)**N/A****Comment**

Program does not provide swimming activities.

Exemptions**EX-HS-X Exemption Requirements (NCP)****Not Met****Comment**

Observed compliance with the local zoning authorities and local building authorities on this date.

Finding

EX-HS-X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the Program did not have the Exemption letter of approval posted.

POI (Plan of Improvement)

The Program indicated that the Exemption letter of approval would be printed and posted in a prominent place where families could view the document.

Correction Deadline: 4/23/2021**Finding**

EX-HS-X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on review of records that the Program did not have an updated Fire Marshal inspection.

POI (Plan of Improvement)

The Program will contact the local Fire Marshal, schedule an appointment, have inspection completed and maintain current inspections annually.

Correction Deadline: 7/30/2021**Facility**

EX-HS-.L Physical Plant (NCP)**Met****Comment**

Observed approval from the Department (certificate only), local zoning authorities, fire safety agencies and local building authorities on this date.

Comment

Program appears clean and well maintained.

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

No playground provided at this time due to COVID-19 pandemic. It was stated that the school track area is used for outdoor play. It was stated that the grassy area is checked daily for ant mounds prior to the children using the area.

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

Medication is not dispensed

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

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

Comment

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

Comment

Observed the Program's written emergency plan on this date.

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

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

Comment

Program does not provide routine transportation.

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

No infants are enrolled.

Staff Records**Records Reviewed: 6****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 07/14/2017	
Staff # 2	Met
Date of Hire: 12/01/2000	
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Date of Hire: 11/14/2019	
Staff # 6	Met
Date of Hire: 10/06/2020	

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)**Not Met****Finding**

EX-HS-.W(1) requires Program 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 Program 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 review of records that three (3) out of seven (7) staff members did not have current First Aid/CPR certifications.

POI (Plan of Improvement)

The Program will have the three (3) out of seven (7) staff members complete the training by the end of this school year, June 30, 2021.

Correction Deadline: 6/30/2021**EX-HS-.P Staff Training (NCP)****Met****Comment**

Observed initial orientation for all staff on this date.

Comment

Observed training for all staff members on this date.

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.