

**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.us

**(Cover Sheet)****Date:** 11/16/2022 **VisitType:** EX-Monitoring**Arrival:** 3:00PM **Departure:** 4:30PM**EX-42896 EXMT-4839 EX-1 - Government  
Bill Arp Elementary (Douglas County School  
ASP)**6550 Alexander Parkway, Douglasville GA 30135  
Douglas County  
(770) 651-3200 cecelia.hamilton@dcssga.org**Mailing Address**

P.O. Box 1077, GA 30133

**Regional Consultant**

Jessica Bailey

Phone: (678) 891-4934

Fax: (770) 357-3233

jessica.bailey@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/16/2022	EX-Monitoring	NA	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

**Staff: Child Ratios**

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	, Six and older	2	42	Y	
Kindergarten-Frogs	, Fives	1	13	Y	
Playground A		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 55

**Comments:**

On November 16, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring.

Corrective Action Plan: No Plan Developed

Please refer 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

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](mailto: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:** 11/16/2022**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 4:30PM**EX-42896 EXMT-4839 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**

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 compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

No hazards observed accessible to children on this date.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**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**

Discussed proper medication documentation and procedures.

**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.

**Comment**

Observed evidence of written policies and procedures that describe the Program's operations on this date.

**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.

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

No safe sleep policies are necessary.

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

Staff # 1

Met

Date of Hire: 06/09/2009

Staff # 2	Met
Date of Hire: 08/04/2022	
Staff # 3	Met
Date of Hire: 09/25/2017	
Staff # 4	Met
Date of Hire: 01/16/2019	
Staff # 5	Met
Date of Hire: 08/07/1998	
Staff # 6	Met
Date of Hire: 09/04/2018	

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

Criminal record checks were observed to be complete. The specialist observed satisfactory comprehensive record check determinations for six of six employees on this date.

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

Observed evidence of staff training in CPR and first aid on this date.

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

Observed training for all staff members on this date.

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**Staffing and Supervision**

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

Adequate supervision observed on this date.

**Comment**

Program observed to maintain appropriate staff: child ratios.