



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: 8/17/2021

VisitType: EX-Monitoring

Arrival: 3:30PM

Departure: 4:30PM

EX-42915 EXMT-4859 EX-1 - Government
New Manchester Elementary (Douglas County School ASP)

2242 Old Lower River Road, Douglasville GA 30135
Douglas County
(770) 651-4400 brandon.bowen@dcssga.org

Mailing Address

P.O. Box 1077, GA 30133

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.al.ga.gov

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 Plan of Improvement.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include rooms 315, 501, Cafeteria, and Gym.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 81

Comments:

CAPS Monitoring visit conducted virtually due to COVID-19. The After School Program operates in a public school.

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.

- 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)**

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Joint with:

**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)**

**Met**

**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**

Please be mindful to keep items that pose a hazard inaccessible to children. Child size broom observed in two of the bathrooms.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute. Standing water observed on the playground surface area by the sliding board due to the rain earlier in the day.

**Health and Hygiene**

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

**Met**

**Comment**

No diapered children are enrolled.

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

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

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

Medication is not dispensed.

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**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.

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

There were no incidents or injuries that required reporting.

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

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

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

Program does not provide routine transportation.

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

No infants are enrolled.

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**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 8**

Staff # 1

Not Met

Date of Hire: 03/20/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 2

Not Met

Date of Hire: 01/15/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 3 Not Met

Date of Hire: 01/30/2020

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4 Not Met

Date of Hire: 08/01/2015

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 5 Not Met

Date of Hire: 08/22/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 6 Not Met

Date of Hire: 07/18/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 7 Not Met

Date of Hire: 08/10/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 8 Met

Date of Hire: 01/15/2019

Staff # 9 Not Met

Date of Hire: 03/15/2021

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

**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 three out of nine staff members did not have a DECAL Satisfactory Criminal Records Check Determination on file.

**POI (Plan of Improvement)**

The Program will ensure that staff members initiate the process of obtaining a DECAL Satisfactory Criminal Records Check Determination before returning to program.

**Correction Deadline: 8/17/2021**

**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 documentation that six out of nine staff members did not have First Aid and CPR training on file.

**POI (Plan of Improvement)**

The Program will have all staff members complete First Aid and CPR training and maintain evidence on file.

**Correction Deadline: 9/16/2021**

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

**Not Met**

**Finding**

EX-HS-P(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of documentation that one out of nine staff members did not have the health and safety training.

**POI (Plan of Improvement)**

The Program will have staff member complete the health and safety training within 90 days of employment.

**Correction Deadline: 9/16/2021**

**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 documentation that six out of nine staff members did not have 10 hours of ongoing training.

**POI (Plan of Improvement)**

The Program will ensure that all staff members complete 10 hour of ongoing training annually.

**Correction Deadline: 9/16/2021**

**Staffing and Supervision**

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

**Met**

**Comment**

Program observed to maintain appropriate staff: child ratios.