

**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:** 1/20/2021**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 3:30PM**EX-42976 EXMT-4956 EX-1 - Government
South Douglas Elementary**8299 Highway 166, Douglasville GA 30135 Douglas
County
(770) 651-4500 lori.jacks@dcssga.org**Mailing Address**

8299 Hwy 166, GA 30135

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
1/20/2021	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
Cafeteria	, Sixes	2	24	Y	
Classroom A	, Fives, Sixes	1	18	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 42

Comments:

CAPS Monitoring Visit was completed virtually through Zoom due to COVID-19 pandemic.

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:** 1/20/2021**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 3:30PM**EX-42976 EXMT-4956 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. Children were observed doing puzzles and reading.

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)****Technical Assistance****Comment**

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

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children. Broom and mops observed in a corner of the cafeteria with children present.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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. Provider reported that children and staff wash hands before and after snack, after using bathroom, and after outdoor play. Hand hygiene stations observed in the program.

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

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**

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)**Met****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: 7****Records with Missing/Incomplete Components: 7**

Staff # 1

Not Met

Date of Hire: 01/05/2015

"Missing/Incomplete Components"

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

Staff # 2 Not Met

"Missing/Incomplete Components"

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

Staff # 3 Not Met

"Missing/Incomplete Components"

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

Staff # 4 Not Met

Date of Hire: 11/12/2018

"Missing/Incomplete Components"

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

Staff # 5 Not Met

Date of Hire: 08/01/2008

"Missing/Incomplete Components"

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

Staff # 6 Not Met

"Missing/Incomplete Components"

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

Staff # 7 Not Met

Date of Hire: 01/01/2018

"Missing/Incomplete Components"

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 documents that only 3 out of 7 staff members had a Satisfactory Criminal Records Check Determination letter on file.

POI (Plan of Improvement)

The Program will ensure that all staff members have a Satisfactory Criminal Records Check Determination letter on file before start of employment and while any child is present for care.

Correction Deadline: 1/20/2021**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 documents that 4 out of 7 staff members did not have a first aid and CPR certificate on file.

POI (Plan of Improvement)

The Program will ensure that all staff members complete first aid and CPR training and maintain certificate on file.

Correction Deadline: 2/19/2021

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 7 out of 7 employees did not complete the health and safety training at the time of employment.

POI (Plan of Improvement)

The Program will make sure that all staff members complete the health and safety training within 90 days of employment.

Correction Deadline: 2/19/2021

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 documents that 7 out of 7 employees did not have 10 clock hours of training. Staff members had between 1 hour and 1 hour and 14 minutes of training on file.

POI (Plan of Improvement)

The Program will ensure that all supervisory and caregiver personnel complete 10 clock hours of training in the first year of employment and then by calendar year thereafter.

Correction Deadline: 2/19/2021

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

Program observed to maintain appropriate staff: child ratios.