

**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.decal.ga.gov

(Cover Sheet)**Date:** 3/14/2023**VisitType:** EX-Monitoring**Arrival:** 2:50PM**Departure:** 5:00PM**EX-43893 EXMT-6400 EX-1 - Government
DeKalb County Schools ASED - Huntley Hills**2112 Seaman Circle, Chamblee GA 30341 DeKalb
County
(678) 676-7402
camille_harvey@dekalbschoolsga.org**Mailing Address**

5829 Memorial DR, GA 30083

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@decal.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
3/14/2023	EX-Monitoring	NA	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
Cafetorium	PreK, Fives, Six and older	3	50	Y	
Gym		0	0	Y	
Library		0	0	Y	
Playground		0	0	Y	
Room 106		0	0	Y	
Room 118		0	0	Y	
Room 121		0	0	Y	
Room 125		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 50

Comments:

On March 14, 2023, an on-site visit was conducted at the facility for the purpose of a CAPS monitoring visit and an administrative review, to review required documents

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.decal.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@decal.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:** 3/14/2023**VisitType:** EX-Monitoring**Arrival:** 2:50PM**Departure:** 5:00PM**EX-43893 EXMT-6400 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)****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.

Comment

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

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

No diapered children are enrolled.

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

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

EX-HS-.I Medications (CS)	N/A
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Comment

Medication is not dispensed

Policies and Procedures

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

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

No field trips are offered

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

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

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

Records Reviewed: 9	Records with Missing/Incomplete Components: 4
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Staff # 1	Not Met
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"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2	Met
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Date of Hire: 07/23/2021

Staff # 3	Not Met
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"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 4	Met
Staff # 5	Met
Date of Hire: 07/15/2005	
Staff # 6	Met
Date of Hire: 08/08/2022	
Staff # 7	Met
Date of Hire: 08/26/2022	
Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
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 administrative review that four (4) of nine employees did not have a Satisfactory Determination Criminal Records Check.

POI (Plan of Improvement)

The Program will ensure all employees complete Criminal Records Checks prior to providing care for children in the program.

Correction Deadline: 3/14/2023**EX-HS-.W First Aid & CPR (NCP)****Met****Comment**

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

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 administrative review four (4) of 9 staff members did not complete health and safety training at the time of employment that will count toward required annual training within the first 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff members complete health and safety training at the time of employment that will count toward required annual training within the first 90 days of employment.

Correction Deadline: 4/13/2023**Staffing and Supervision****EX-HS-.O Staff:Child Ratios and Supervision (CS)****Met**

Comment

Adequate supervision observed on this date.