



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.gov

(Cover Sheet)

Date: 4/1/2021

VisitType: EX-Monitoring

Arrival: 3:30PM

Departure: 4:00PM

**EX-45226 EXMT-9995 EX-1 - Government
Henry County Afterschool Enrichment Program -
Hickory Flat Charter Elementary**

841 Brannon Road, McDonough GA 30253 Henry
County
(770) 898-0107 cgreene@henry.k12.ga.us

Mailing Address

33 N. Zack Hinton Parkway, GA 30253

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>IntermediateAction Category</u>	<u>Dismissal Action Category</u>
4/1/2021	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

<u>Room Description</u>	<u>Age Groups</u>	<u>Staff Count</u>	<u>Children Count</u>	<u>State Ratio Met</u>	<u>Notes</u>
Classroom 114 - 4th & 5th Grades	, Sixes	1	9	Y	
Classroom 310 - 2nd Grade	, Sixes	1	8	Y	
Classroom 313 - 3rd Grade	, Sixes	1	6	Y	
Classroom 412 - Kindergarten - 1st	, Fives	1	1	Y	Grabbing items to leave

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 24

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual) of the CAPS Health and Safety Monitoring visit were completed 04/02/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Jaqueline Iden. We discussed the Health and Safety Protocols in regards to COVID 19. After the children transition to the afterschool program they line up in the hallway with the usage of floor markings to ensure they are socially distanced. Teachers escort the children (grouped by grade) to their classroom. Hand sanitizers are administered prior to the distribution of snacks, then the children go back to their classrooms. TA provided regarding the posting of the approval letter to be adjacent to the exemption certificate. It was determined by the observation of records, 8 out of 8 employees are not compliant regarding the completion of the Annual 10 hours Training. It was also determined by the observation of records, 5 out of 8 employees are not compliant regarding the completion of the CPR/First Aid certifications. A Warning Letter will be issued.

Corrective Action Plan:Developed This Date



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)

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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A

Met

Comment

EX-HS-.A(1) - Provider does provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles. The program provides games such as Sharades, Color Compositioning, and board games. All board games are sanitized after each use.

Correction Deadline: 4/1/2021

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.

Children's Records

EX-HS-.C

Met

Comment

EX-HS-.C(1) - The program does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, sex, address, and names of both Parents, if applicable, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released.

Correction Deadline: 4/1/2021

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

No hazards observed accessible to children on this date.

Facility

EX-HS-.B

Met

Comment

EX-HS-.B(2) - Bathrooms are located adjacent to the childcare areas. Supplies are within easy reach of children and equipped with soap, toilet tissue and air dryer.

Correction Deadline: 5/1/2021

EX-HS-.L Physical Plant (NCP)

Met

Comment

Observed approval from local building authorities on this date.

EX-HS-.M Playgrounds (CS)

Met

Comment

EX-HS-.M(1) - The playground was observed to be free from any hazards on this date.

Correction Deadline: 4/1/2021

Health and Hygiene

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

Met

Comment

Program does not conduct diapering for younger children.

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)

Met

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.

EX-HS-.T Required Reporting (NCP)

Met

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S

Met

Comment

The program does not offer field trips.

EX-HS-.E Discipline (CS)

Met

Comment

Determined age-appropriate discipline is communicated to staff.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 02/13/2017	
Staff # 2	Met
Date of Hire: 08/01/2019	
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Date of Hire: 07/31/2017	
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Date of Hire: 08/21/2015	
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Date of Hire: 08/01/2018	
Staff # 12	Met
Date of Hire: 11/11/2019	
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met

Staff # 17	Met
Staff # 18	Met
Date of Hire: 07/31/2017	
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met

EX-HS-.K **Met**
Comment

EX-HS-.K(1) - It was determined by the observation of records the program does maintain a personnel file on all Staff.

Correction Deadline: 4/6/2021

EX-HS-.N **Met**
Comment

EX-HS-.N(1) - The Director/Administrator is responsible for the supervision, operation and maintenance of the program. The Director/Administrator is on the premises and if absent from the program at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

Correction Deadline: 4/1/2021

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

During the Administrative Phase for the visit the Criminal Background Checks were observed to be complete.

EX-HS-.W First Aid & CPR (NCP) **Not Met**
Finding

Exhaust-.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 by the observation of records, 5 out of 8 employees are not compliant regarding the completion of the CPR/First Aid certifications.

POI (Plan of Improvement)

The Program will ensure the entire staff complete their CPR/First Aid certifications.

Correction Deadline: 4/30/2021

EX-HS-.P Staff Training (NCP) **Not Met**

Finding

During the Administrative Phase for the visit the Initial Health and Safety Orientation for all staff was observed as complete. It was determined by the observation of records, 8 out of 8 employees are not compliant regarding the completion of the Annual 10 hours Training.

POI (Plan of Improvement)

Program will ensure staff obtains the required 10 hours of annual training.

Correction Deadline: 4/30/2021

Comment

EX-HS-.P(4) - During the Administrative Phase for the visit the Initial Health and Safety Orientation for all staff was observed as complete.

Correction Deadline: 5/1/2021

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.