



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: 3/1/2021

VisitType: EX-Monitoring

Arrival: 3:25PM

Departure: 4:30PM

EX-45245 EXMT-10017 EX-1 - Government
Henry County Afterschool Enrichment Program -
Woodland Elementary

830 North Mosley Drive, Stockbridge GA 30281
Henry County
(770) 506-6391 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.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include details for 3/1/2021 EX-Monitoring Prevention, with sub-levels for P1, P2, and P3.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include Kindergarten-1st Grade, Library, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 11

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 03/01/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Elizabeth Scudder. Program was found operating as approved. Discussed Health and Safety Protocols in regards to COVID 19 – after the children transitions to the afterschool program they line up with the usage of floor markings to ensure they are socially distanced. Children are required to wear their masks. Handwashing/sanitation practices are completed before eating and after toileting. Parents are not allowed in the building and they use an electronic sign out system.

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)

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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.

Correction Deadline: 3/4/2021

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: 3/4/2021

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

Program is in compliance with local zoning authorities and local building authorities.

Facility

EX-HS-.B**Met****Comment**

EX-HS-.B(5) - Bathrooms are located adjacent to the childcare areas. Supplies are within easy reach of children and equipped with soap, toilet tissue and single-use towels.

Correction Deadline: 3/4/2021

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

EX-HS-.L(1) - No hazards observed accessible to children on this date.

Correction Deadline: 3/4/2021

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

No playground provided however children participate in outside games and activities.

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.

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

Medication is not dispensed.

Policies and Procedures

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

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**

Determined age-appropriate discipline is communicated to staff on this date.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment**Comment**

No safe sleep policies are necessary.

Staff Records**Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/01/2019	
Staff # 2	Met
Date of Hire: 08/06/2019	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 01/06/2015	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Date of Hire: 08/01/2019	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 08/14/2019	
Staff # 10	Met
Date of Hire: 10/22/2002	
Staff # 11	Met
Date of Hire: 08/23/2019	
Staff # 12	Met

Comment

EX-HS-.K(1) - It was determined that the program does maintain a personnel file on all Staff for the duration of the term of employment.

Correction Deadline: 3/9/2021

Comment

EX-HS-.N(1) - It was determined the program does have a Director/Administrator who 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 shall be an officially designated person on-site to assume responsibility for the operation of the program.

Correction Deadline: 3/4/2021

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

Criminal record checks were observed to be complete during the Administrative Phase.

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

CPR and First Aid certifications has not been completed by all of the staff.

POI (Plan of Improvement)

Program is in the process of ensuring all of the staff completes the CPR and First Aid training.

Correction Deadline: 4/9/2021

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

Health and Safety Orientation training has not been completed for all of the staff.

POI (Plan of Improvement)

Program will ensure all staff will complete the Health and Safety Orientation training.

Correction Deadline: 4/9/2021

Staffing and Supervision

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

Adequate supervision observed on this date.