



**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:** 4/6/2021

**VisitType:** EX-Monitoring

**Arrival:** 3:25PM

**Departure:** 4:15PM

**EX-48627 EXMT-14041 EX-1 - Government  
Troup County ACE- Hollis Hand Elementary  
School**

641 Country Club Road, LaGrange GA 30240 Troup  
County  
(706) 883-1580 hillta@trou.org

**Mailing Address**

P.O. Box 1228, GA 30240

**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
4/6/2021	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Playground A	, Fives	1	5	Y	Exercising
Playground A Other Side	PreK	1	11	Y	Playing
Playground B	, Sixes	10	10	N	Playing

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 12

#Children Count: 26

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual) of the CAPS Health and Safety Monitoring visit were completed 04/06/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Tracey Alford. 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 escorts the children (grouped by grade) to the auditorium. Temperature checks are done as the children walk through the scanning machine. In the auditorium, the roll is taken then the children escorted to the cafeteria. Hand sanitizers are administered prior to the distribution of snacks, then the children are escorted to their prospective 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, eight (8) out of eight (8) employees are incompliant regarding the completion of the Health and Safety Orientation Training. Also it was determined by the observation of records, seven (7) out of eight (8) employees are not compliant regarding the completion of CPR/First Aid certification. 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](mailto: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(3) - 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: 4/6/2021**

**EX-HS-.F Equipment & Toys (CS)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable. The program provides sidewalk chalk and crayons that are provided individually and labeled accordingly. No board games are permitted. All balls and equipment is sanitized after each use.

**EX-HS-.Q Swimming Pools & Water-related Activities (CS)**

**N/A**

**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: 4/6/2021**

**Exemptions**

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**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

No hazards observed accessible to children on this date.

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

EX-HS-.B(3) - Bathrooms are located adjacent to the childcare areas. Supplies are within easy reach of children and equipped with soap, and paper hand towels.

**Correction Deadline: 5/6/2021**

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

It was determined by the observation of records the program has received approval from the fire safety agencies and local building authorities on this date.

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

Playground observed to be clean and in good repair.

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**Health and Hygiene****EX-HS-.U Diapering Areas & Practices (CS)****N/A****Comment**

Program does not conduct diapering for younger children.

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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 by the observation of records 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**

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

The program does ensure that age-appropriate discipline is communicated to staff.

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

Program does not provide routine transportation.

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

Program does not care for infants.

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**Staff Records**

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**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: 4/11/2021**

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**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: 4/6/2021**

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**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.

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

It was determined by the observation of records, seven (7) out of eight (8) employees are not compliant regarding the completion of the CPR/First Aid certifications.

**POI (Plan of Improvement)**

The Program plans to ensure CPR/First Aid training will be completed by all staff members.

**Correction Deadline: 5/7/2021**

**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 by the observation of records eight (8) of the eight (8) staff members have not completed the Health and Safety Orientation Training.

**POI (Plan of Improvement)**

The Program will ensure all staff members obtain the required Health and Safety Training and that any future staff person receives this training within the first 90 days of employment as required.

**Correction Deadline: 5/7/2021**

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision (CS)**

**Met**

**Comment**

Adequate supervision observed on this date.