



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: 3/31/2021

VisitType: EX-Monitoring

Arrival: 3:00PM

Departure: 3:30PM

**EX-48726 EXMT-14141 EX-1 - Government
Gordon County Schools - Sonorville Elementary**

7320 Fairmount Highway, Calhoun GA 30701
Gordon County
(706) 629-7366 ttaylor@gcbe.org

Mailing Address

P.O. Box 12001, GA 30703

Regional Consultant

Jennifer Roeder

Phone: (770) 357-5110

Fax: (770) 357-5111

jennifer.roeder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
3/31/2021	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 (Level 1 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	, Fours, Fives, Sixes	7	74	Y	
Gym	, Sixes	2	14	Y	
Library		0	0	Y	
Special Education Room	, Sixes	1	2	Y	
Steam Room		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 10

#Children Count: 90

Comments:

The purpose of this visit was to complete a CAPS monitoring visit with the exempt program. The visit was completed virtually on March 31, 2021 due to the COVID-19 pandemic. The administrative review was completed March 26, 2021.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.state.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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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.

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.

Facility

EX-HS-L Physical Plant (NCP)

Met

Comment

No hazards observed accessible to children on this date.

EX-HS-M Playgrounds (CS)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

N/A

Comment

No diapered children are enrolled.

EX-HS-H Hygiene (NCP)

Technical Assistance

Technical Assistance

Hand washing was not observed during the visit but proper hand washing rules were discussed. Ensure children are also washing hands after eating.

EX-HS-.I Medications (CS)

N/A

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)

N/A

Comment

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S**

N/A

Comment

No field trips are offered

EX-HS-.E Discipline (CS)

Met

Comment

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

EX-HS-.R Transportation (CS)

N/A

Comment

Program does not provide routine transportation.

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

N/A

Comment

No infants are enrolled.

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 13**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 01/14/2020

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2

Met

Date of Hire: 10/19/2020

Staff # 3

Met

Date of Hire: 10/01/2010

Staff # 4 Date of Hire: 08/03/2020	Met
Staff # 5 Date of Hire: 11/08/2019	Met
Staff # 6 Date of Hire: 02/11/2019	Met
Staff # 7	Met
Staff # 8 Date of Hire: 03/12/2020	Met
Staff # 9 Date of Hire: 11/14/2017	Met
Staff # 10 Date of Hire: 01/08/2021	Met
Staff # 11 Date of Hire: 02/19/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 01/02/2008	Met
Staff # 13 Date of Hire: 09/26/2017	Met

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)	Not Met
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Finding

EX-HS-.D(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director, each all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined based on review of records that one of 13 staff members did not have a Criminal Records Check ported to this location.

POI (Plan of Improvement)

The Program will ensure this staff member obtains new fingerprints, as her portability has expired.

Correction Deadline: 4/1/2021

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

Observed evidence of staff training in CPR and first aid during administrative review of documents on 3.26.21.

EX-HS-.P Staff Training (NCP)	Met
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Comment

Observed training for all staff members during administrative review of documents on 3.26.21.

Staffing and Supervision

Comment

Program observed to maintain appropriate staff: child ratios.