



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: 1/19/2021

VisitType: EX-Monitoring

Arrival: 2:00PM

Departure: 3:00PM

EX-53227 EXMT-17971 EX-7 - Day camp
Hilda D Rolle Academy

1402 W Gwinnett St, Savannah GA 31415 Chatham
 County
 (912) 667-0512
 goldmemorialacademy@yahoo.com

Mailing Address

Regional Consultant

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@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>
1/19/2021	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
1/19/2021	EX-Monitoring	Prevention	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>
Room 1		0	0	Y	
Room 2	, Sixes	1	2	Y	
Room 3	, Fives	1	2	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 2

#Children Count: 4

Comments:

The administrative review and the virtual visit was completed on Jan. 19, 2021

This virtual visit was completed virtually via Zoom. The report was discussed and emailed to the program for a signature.

Discussed the following and provided technical assistance regarding the following as per the CDC Guidance for schools and camps. Resources emailed along with the report. Program utilizing the camp checklist daily.

- 1) Healthy Hygiene practices (hand washing, cleaning and disinfecting, ensuring water fountains and ventilation are functioning properly)
- 2) Discussed promoting social distancing
- 3) Limiting sharing of supplies and materials
- 4) Ensuring staff are trained
- 5) Checking for signs and systems and ensuring procedures are in place.

Website Resources:

<https://dph.georgia.gov/>

<http://dec.state.ga.gov/BFTS/Covid19.aspx>

<https://gov.georgia.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Met

Comment

Ensure children have access to other materials when virtual learning is not in process.

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)

Not Met

Finding

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on a review of records that the program did have access to the certificate of occupancy or a recent fire marshal inspection.

POI (Plan of Improvement)

The Program will obtain all local approvals and maintain on site for future review.

Correction Deadline: 1/19/2021

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

Visit was completed virtually but no hazards observed during visit.

EX-HS-.M Playgrounds (CS)

N/A

Comment

No playground provided

Health and Hygiene

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

N/A

Comment

No diapered children are enrolled.

Comment

Hand washing was not observed during the visit but observed soap and paper towels accessible along with reminders about handwashing and social distancing.

EX-HS-.I Medications (CS)**Not Met****Finding**

EX-HS-.I(1) requires Personnel to obtain specific written authorization from the child's physician or Parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent. It was determined based on a review of four medication forms submitted by the program for review that authorizations were incomplete. One authorization was missing a parent or guardian signature and date.

POI (Plan of Improvement)

The Program will ensure that authorizations are complete prior to accepting

Correction Deadline: 1/19/2021

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on an administrative review of the programs documents that not all policies and procedures required were in place. The following were missing from the programs handbook and or manual: Policies C, D, E, F and H were not available for review.

POI (Plan of Improvement)

The Program will update their policy and procedures and maintain on file for review and ensure parents are provide a complete copy.

Correction Deadline: 1/24/2021

EX-HS-.T Required Reporting (NCP)**Met****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**

No inappropriate discipline observed during the virtual visit.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

Met

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Staff # 1 Not Met

Date of Hire: 09/17/2020

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 2 Met

Date of Hire: 11/30/2020

Staff # 3 Not Met

Date of Hire: 09/21/2020

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 4 Not Met

Date of Hire: 09/17/2020

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 5 Not Met

Date of Hire: 09/22/2020

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

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

Met

Comment

Criminal record checks were observed to be complete.

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

Not Met

Finding

EX-HS-.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 based on a review of records, that four of four staff had not completed CPR and First Aid within the first 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that complete CPR and First Aid training as required and maintain records.

Correction Deadline: 2/18/2021

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 a review of staff records, that four of four staff that should have completed health and safety orientation training within the first 90 days of employment, did not have evidence of completion.

POI (Plan of Improvement)

The Program will ensure that health and safety training is completed as required. Specialist will email a resource regarding training to the program.

Correction Deadline: 2/18/2021

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.