Arrival Time: 2:30PM	Departure Time: 4:00PM	Visit Date: 10/10/2017
Consultant Name:	Karyn Presley	Phone #: (770) 342-7904
Program Name:	Cherokee County - Woodstock Elementary School ASP	Provider #: EX-43643
Exemption Category:	EX-1 Government - CAPS Funded	Category #: EXMT-8032
Street Address:	230 Rope Mill Road	Phone #: (770) 926-6969
City, Zip Code, County:	Woodstock, 30188, Cherokee	# of CAPS certificates (if applicable): 5
Administrator/Person-in-charge:	Kim Montalbano	Present during visit: YES
		Is this person typically on-site each day? YES

CAPS Missing Exemption Provider Documents

The following information is needed to complete the caregiver's record with the CAPS program. Please send to <u>CAPS.InformalProvider@decal.ga.gov</u> within 10 days.

Proof of SSN □	Proof of Identification	Enrollment package for CRC	CRC for all over 17 yrs	Direct Deposit	CPR Certificate
Annual Updates	W-9 □	Enrollment Affidavit	Childcare Provider Agreement	No Documents Needed	

General Operating Information

Is program currently operating?	⊙ Yes O No Comment:
Is program operating within approved guidelines? (i.e. ages served, hours/days of operation, etc.)	⊙ Yes O No Comment:
Is program operating at approved location?	⊙ Yes O No Comment:
Are signed parent acknowledgement forms on file for each child?	O Yes ⊙ No
Do parents receive a program handbook?	⊙ Yes O No
Is approval letter <u>and</u> exemption notice from the Dept. posted in a prominent place near front entrance?	O Yes ⊙ No
Is the email we have on file current?	O Yes ⊙ No
Are you receiving communications from the Department?	O Yes ⊙ No
Is the program accredited?	⊙ Yes O No
If yes, please list accrediting agency:	SACS

Staff: Child Ratios					
Room or Area	Age Group	# Staff	# Children	State Ratio Met? (Y/N)	Activities/ Notes
Playground 1	1st grade	3	34	Y	Playground
Computer Lab 1	Kindergarten	2	30	Y	Computer
Computer Lab 2	2nd Grade	2	22	Y	Computer
Lunch room	3rd grade	2	33	Y	Homework/Free time
Lunch Room	4th and 5th Grade	4	49	Y	Homework/Free time
TOTAL 13 168					
Group Sizes met?			□ Yes □ No		
Total number of non-care staff present (clerical, janitorial, etc.):					

Indicators

Supervision	
 Staff members physically present with the children and properly supervising? 	☑ Yes □ No
 Staff alert and able to intervene to prevent injuries? 	☑ Yes □ No
If no, explain	
Playgrounds/Equipment	□ N/A (no playground) □ N/A (no equipment) □ Not observed during visit
 Outdoor equipment free of serious hazards? 	☑ Yes □ No
 Outdoor play area free of serious hazards? 	☑ Yes □ No
 Fence/barrier around outdoor play area? 	☑ Yes □ No
If no, explain	
Health & Hygiene	□ Not observed during visit
 Sink(s), running water, soap and paper towels available? 	☑ Yes □ No
 Staff wash hands after toileting & before eating? 	☑ Yes □ No
Children wash hands after toileting & before eating?	☑ Yes □ No
If no, explain	
Bathrooms	
Number of Toilets:	16
Number of Sinks:	8
Bathrooms in or adjacent to activity areas?	☑ Yes □ No
If no, explain	
Transportation	☑ N/A (no transportation provided)
 Written permission to transport from parent/guardian? 	□ Yes □ No
 Emergency medical information for each child on vehicle? 	□ Yes □ No
 Proper restraints used when transporting children? 	□ Yes □ No □ Not observed during visit
 Procedures in place to transport children safely? 	□ Yes □ No
 Each vehicle(s) has an annual safety inspection? 	□ Yes □ No □ Not observed during visit
 Each vehicle(s) is in good/safe condition, clean and free of hazardous items? 	□ Yes □ No □ Not observed during visit
 Documentation maintained of transportation which indicates that safety procedures are in place? 	□Yes □No
 Additional staff provided to maintain adequate supervision during transportation? 	□ Yes □ No
Comments/Notes:	
Field Trips	☑ N/A (no field trips provided)
 Written permission from parent/guardian? 	
• List of participants?	□ Yes □ No
• Emergency medical information for each child on vehicle?	□ Yes □ No
If no, explain	
Swimming and Water-Related Activities	☑ N/A (no pool/no swimming activities)
 Pool area adequately fenced & secured? 	□ Yes □ No

 Lifeguard certified and present? (if pool is on site) 	□Yes □No
 Enough staff to safely supervise swimmers and non-swimmers? 	□Yes □No
If no, explain	
Medication	☑ N/A (No medication dispensed)
 Stored medication inaccessible to children? 	□Yes □No
Written permission from parent/guardian to dispense?	□Yes □No
 Document in writing when medication is dispensed? 	□ Yes □ No
If no, explain	
Discipline	
 Appropriate disciplinary actions observed? 	☑ None observed □ Yes □ No
If no, explain	
Written discipline policy?	☑ Yes □ No
• Appropriate discipline policy? (not physically or emotionally harmful)	☑ Yes □ No
Policy communicated to staff?	☑ Yes □ No
If no, explain	
Physical Plant	
Certificate of Occupancy?	□Yes ØNo
• Fire Marshal approval?	□Yes ØNo
Zoning approval?	□ Yes Ø No
Business license?	□ Yes Ø No
 Premises free of serious health & safety hazards? 	☑ Yes □ No
If no, explain	
Children's Records	
 Are children's records maintained on-site? 	☑ Yes □ No
 Emergency contact information available for each child & readily accessible to staff? 	☑ Yes □ No
Comments/Notes:	
Policies and Procedures - Does the program have a written policy regarding the following?	
 The exclusion of children with contagious illness? 	☑ Yes □ No
• Notification of parents in the event their child becomes ill while at the facility?	☑ Yes □ No
• The notification of all parents of enrolled children when a reportable contagious illness is present in the facility?	☑ Yes □ No
• The prevention of and response to food and allergic reactions?	☑ Yes □ No
• Emergency preparedness and response?	☑ Yes □ No
• The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding?	☑ Yes □ No
 Recognition and reporting of child abuse and neglect? 	☑ Yes □ No
Comments/Notes:	
Diapering	☑ N/A (no diapering) □ Not observed during visit

Sink with warm, running water adjacent to diapering area? Yes No • Area not used for food preparation? Yes No If no, explain ØN/A (no infants) Not observed during visit • CPSC/ASTM Crib in good repair for each infant? Yes No • CPSC/ASTM Crib in good repair for each infant? Yes No • Cribs clear of objects? Yes No • Each crib has an individual, tight fitting mattress without gaps? Yes No • Are infants placed on their back to sleep in an appropriate crib? Yes No • Are infants placed on their back to sleep in an appropriate crib? Yes No • Are infants placed on their back to sleep in an appropriate crib? Yes No • Are infants placed on their back to sleep in an appropriate crib? Yes No • Criminal Background Checks • • • • Satisfactory Criminal Records Checks (CRC) on file for 0 of 31 employees • • • • CRC results on file for all staff on-site? Yes No • • If no, explain • • • • Ot 31 employees has current first aid • • •		
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Does staff receive on-going training? If yes, list type of training: NOTES/OBSERVATIONS: Current emails are Kim.Montalbano@cherokee.k12.ga.us and	 Staff trained in program policies and procedures? 	☑ Yes □ No
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NOTES/OBSERVATIONS: Current emails are Kim.Montalbano@cherokee.k12.ga.us and	Does staff receive on-going training?	□ Yes Ø No
	If yes, list type of training:	
Kathenne.codd@cherokee.k12.ga.us	NOTES/OBSERVATIONS:	Current emails are Kim.Montalbano@cherokee.k12.ga.us and Katherine.cobb@cherokee.k12.ga.us

CCDF Enforcement Points as of this visit:

Core Points	Non Core Points	Total Points	Severity	Enforcement Action
Administrator/Person-in-ch	harge Kim Montalbano		Dat	e <u>10/10/2017</u>

Consultant Name Karyn Presley

10/10/2017

Date