

EXEMPTION HEALTH & SAFETY MONITORING CHECKLIST

Arrival Time: 2:35PM	Departure Time: 4:15PM	Visit Date: 02/25/2020
Consultant Name:	Nilia Lalin	Phone #: (770) 405-7929
Program Name:	Cobb County District ASP - Compton Elementary School	Provider #: EX-42712
Exemption Category:	EX-1 Government ✓ CAPS Funded	Category #: EXMT-12503
Street Address:	3450 New Macland Road	Phone #: (770) 222-3700
City, Zip Code, County:	Powder Springs, 30127, Cobb	# of CAPS certificates (if applicable): 4
Administrator/Person-in-charge:	Kelly Whitaker	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 CAPS.InformalProvider@decal.ga.gov within 10 days.

Proof of SSN <input type="checkbox"/>	Proof of Identification <input type="checkbox"/>	Enrollment package for CRC <input type="checkbox"/>	CRC for all over 17 yrs <input type="checkbox"/>	Direct Deposit <input type="checkbox"/>	CPR Certificate <input type="checkbox"/>
Annual Updates	W-9 <input type="checkbox"/>	Enrollment Affidavit <input type="checkbox"/>	Childcare Provider Agreement <input type="checkbox"/>	No Documents Needed <input type="checkbox"/>	

General Operating Information

Is program currently operating?	☉ Yes ○ No Comment:
Is program operating within approved guidelines? <i>(i.e. ages served, hours/days of operation, etc.)</i>	☉ Yes ○ No Comment: School year, Monday to Friday 2:15pm to 6:00pm, ages 4-12 yrs old.
Is program operating at approved location?	☉ Yes ○ No Comment:
Are signed parent acknowledgement forms on file for each child?	☉ Yes ○ No
Do parents receive a program handbook?	☉ Yes ○ No
Is approval letter <u>and</u> exemption notice from the Dept. posted in a prominent place near front entrance?	☉ Yes ○ No
Is the email we have on file current?	☉ Yes ○ No
Are you receiving communications from the Department?	☉ Yes ○ No
Is the program accredited?	○ Yes ☉ No
If yes, please list accrediting agency:	

Staff: Child Ratios

Room or Area	Age Group	# Staff	# Children	State Ratio Met? (Y/N)	Activities/ Notes
cafeteria	5 to 12 years	5	53	Y	Snack
TOTAL		5	53		

Group Sizes met?	☑ Yes ☐ No
Total number of non-care staff present (clerical, janitorial, etc.):	

Indicators

<u>Supervision</u>	
• Staff members physically present with the children and properly supervising?	☑ Yes ☐ No
• Staff alert and able to intervene to prevent injuries?	☑ Yes ☐ No

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If no, explain...	
Playgrounds/Equipment	<input type="checkbox"/> N/A (no playground) <input type="checkbox"/> N/A (no equipment) <input type="checkbox"/> Not observed during visit
• Outdoor equipment free of serious hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Outdoor play area free of serious hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Fence/barrier around outdoor play area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Health & Hygiene	<input checked="" type="checkbox"/> Not observed during visit
• Sink(s), running water, soap and paper towels available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Staff wash hands after toileting & before eating?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Children wash hands after toileting & before eating?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	Provider reported that children and staff wash hands after using the bathroom and before and after snacks.
Bathrooms	
• Number of Toilets:	21
• Number of Sinks:	10
• Bathrooms in or adjacent to activity areas?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, explain...	Program is located in a public school. Bathroom are not adjacent to the activity areas.
Transportation	<input checked="" type="checkbox"/> N/A (no transportation provided)
• Written permission to transport from parent/guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Emergency medical information for each child on vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proper restraints used when transporting children?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not observed during visit
• Procedures in place to transport children safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Each vehicle(s) has an annual safety inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not observed during visit
• Each vehicle(s) is in good/safe condition, clean and free of hazardous items?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not observed during visit
• Documentation maintained of transportation which indicates that safety procedures are in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Additional staff provided to maintain adequate supervision during transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments/Notes:	
Field Trips	<input checked="" type="checkbox"/> N/A (no field trips provided)
• Written permission from parent/guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• List of participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Emergency medical information for each child on vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Swimming and Water-Related Activities	<input checked="" type="checkbox"/> N/A (no pool/no swimming activities)
• Pool area adequately fenced & secured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Lifeguard certified and present? (if pool is on site)	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Enough staff to safely supervise swimmers and non-swimmers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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If no, explain...	
Medication	<input type="checkbox"/> N/A (No medication dispensed)
• Stored medication inaccessible to children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Written permission from parent/guardian to dispense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Document in writing when medication is dispensed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Discipline	
• Appropriate disciplinary actions observed?	<input type="checkbox"/> None observed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	Child is given 3 notices, redirection, and suspended if needed.
• Written discipline policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Appropriate discipline policy? (not physically or emotionally harmful)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Policy communicated to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Physical Plant	
• Certificate of Occupancy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Fire Marshal approval?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Zoning approval?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Business license?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Premises free of serious health & safety hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	Specialist observed a broom and mop against the wall in the cafeteria.
Children's Records	
• Are children's records maintained on-site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Emergency contact information available for each child & readily accessible to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Comments/Notes:	Specialist noticed that one file record is missing child's record and emergency contact. Provider reported that family might be homeless and do not want to disclose to program and program is not supposed to ask.
<u>Policies and Procedures - Does the program have a written policy regarding the following?</u>	
• The exclusion of children with contagious illness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Notification of parents in the event their child becomes ill while at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The notification of all parents of enrolled children when a reportable contagious illness is present in the facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• The prevention of and response to food and allergic reactions?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Emergency preparedness and response?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Recognition and reporting of child abuse and neglect?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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<ul style="list-style-type: none"> • Comments/Notes: 	<p>Provider reported that the school nurse provides her with a copy of the list of children who have allergies. Provider will include policies around the notification of all parents of enrolled children when a reportable contagious illness is present in the facility, the prevention of and response to food and allergic reactions, and, recognition and reporting of child abuse and neglect and the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding).</p>
Diapering	
<input checked="" type="checkbox"/> N/A (no diapering) <input type="checkbox"/> Not observed during visit	
<ul style="list-style-type: none"> • Clean, nonporous diapering surface with safety barrier? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Sink with warm, running water adjacent to diapering area? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Area not used for food preparation? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Safe Sleep	
<input checked="" type="checkbox"/> N/A (no infants) <input type="checkbox"/> Not observed during visit	
<ul style="list-style-type: none"> • CPSC/ASTM Crib in good repair for each infant? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Cribs clear of objects? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Each crib has a firm, tight fitting mattress without gaps? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Each crib has an individual, tight fitting sheet? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Are infants placed on their back to sleep in an appropriate crib? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Criminal Background Checks	
<ul style="list-style-type: none"> • Satisfactory Criminal Records Checks (CRC) on file for 9 of 9 employees 	
<ul style="list-style-type: none"> • CRC results on file for all staff on-site? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(If no, list location of where they are kept.)	
<ul style="list-style-type: none"> • Check Sex Offender Registry? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
Staff Training	
<ul style="list-style-type: none"> • At least one staff person present on site and on field trips with current first aid and CPR? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • 9 of 9 employees has current first aid 	
<ul style="list-style-type: none"> • 9 of 9 employees has current CPR. 	
<ul style="list-style-type: none"> • 9 of 9 employees has completed health & safety orientation training 	
<ul style="list-style-type: none"> • Does administrator/person-in-charge meet licensing requirements for credential? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list type of credential:	
<ul style="list-style-type: none"> • Staff trained in program policies and procedures? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain...	
<ul style="list-style-type: none"> • Does staff receive on-going training? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list type of training:	
NOTES/OBSERVATIONS:	

CCDF Enforcement Points as of this visit:

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Core Points	Non Core Points	Total Points	Severity	Enforcement Action
0	1	1	CCDF non-core	P1 - Technical assistance

Administrator/Person-in-charge Kelly Whitaker **Date** 02/25/2020

Consultant Name Nilia Lalin **Date** 02/25/2020