

**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:** 3/16/2021**VisitType:** EX-Monitoring**Arrival:** 1:00PM**Departure:** 3:55PM**EX-44957 EXMT-15242 EX-1 - Government
Dougherty County Extended Day Program -
Sherwood Elementary**2201 Doncaster Way, Albany GA 31707 Dougherty
County
(229) 431-1280 enewman@docoschools.org**Mailing Address**

200 Pine Avenue, GA 31702

Regional Consultant

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.al.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
3/16/2021	EX-Monitoring	Prevention	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
Gymnasium	, Fives, Sixes	1	7	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 1

#Children Count: 7

Comments:

Obtain and maintain all completed certificate in employee staff files.

Corrective Action Plan: Developed This Date

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

Date: 3/16/2021

VisitType: EX-Monitoring

Arrival: 1:00PM

Departure: 3:55PM

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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. Some limitations in variety due to COVID-19 protocol.

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

Comment

Observed compliance with the local zoning authorities and local building authorities on this date.

Finding

EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the Program did not have posted the Department issued letter and certificate of Exemption near the entrance/exit of the facility for families to observe.

POI (Plan of Improvement)

The Program will post the Department issued letter and certificate of Exemption near the entrance/exit of the facility for families to see.

Correction Deadline: 3/19/2021

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 review of records that the Program did not have an updated Fire Marshal inspection for this site on this date. Current Fire Marshal inspection expired on February 27, 2020.

POI (Plan of Improvement)

The Program will schedule an appointment with the local Fire Marshal and obtain an updated Fire Marshal inspection. The inspection report will be maintained on site for future monitoring visits.

Correction Deadline: 3/31/2021

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

Observed approval from the Department, local zoning authorities, and local building authorities on this date.

EX-HS-.M Playgrounds (CS)**Not Met****Finding**

EX-HS-.M(2) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that all swings on the playground contained "S" hooks and the swing chains were rusted. Swings are located to the left of the playground after existing the gym door. Rusted pole located on the playground behind the center field of the baseball field behind the American flag is a hazard for child (ren) injury. Pole was observed to be rusted and contains sharp points on the top end.

POI (Plan of Improvement)

The Program will replace, repair, and/or stop using the swings. Program will station a staff member at the rusted pole location until a suitable plan of repair can be made or a piece of stationary equipment can be placed on top of the pole.

Correction Deadline: 4/16/2021

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

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)**Met****Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed.

EX-HS-.I Medications (CS)**N/A****Comment**

Medication is not dispensed

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

Determined age-appropriate discipline is communicated to staff on this date.

Comment

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

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 review of records that the Program did not have any content in either the parental or employee handbook reflecting proper disposal of hazardous material.

POI (Plan of Improvement)

The Program will add material to the policies and procedures surrounding proper disposal of hazardous material.

Correction Deadline: 3/26/2021

EX-HS-.T Required Reporting (NCP)

Met

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S

Met

Comment

No field trips are offered

EX-HS-.E Discipline (CS)

Met

Comment

Determined age-appropriate discipline is communicated to staff 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: 2

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Records Reviewed: 2**Records with Missing/Incomplete Components: 2**

Date of Hire: 03/11/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 12/13/2016

"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)**Met****Comment**

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.P Staff Training (NCP)**Not Met****Comment**

Observed initial orientation for all staff on this date.

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 observation that 2 out of 2 staff members did not have the Health and Safety orientation training completed. It was stated by the Director that the training has been started but not completed. No certificates on site on this date.

POI (Plan of Improvement)

The Program will have staff complete the training and certificates will be maintained in employee files.

Correction Deadline: 4/15/2021**Staffing and Supervision****EX-HS-.O Staff:Child Ratios and Supervision (CS)****Met****Comment**

Adequate supervision observed on this date.

Comment

Program observed to maintain appropriate staff: child ratios.