

**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:** 12/14/2021**VisitType:** EX-Monitoring**Arrival:** 3:30PM**Departure:** 4:05PM**EX-44228 EXMT-6901 EX-1 - Government  
Bibb County School District - Northwoods  
Academy**709 Pierce Avenue, Macon GA 31204 Bibb County  
(478) 765-8660 janice.flowers@bcsdk12.net**Mailing Address**

484 Mulberry Street, Suite 230, GA 31201

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
12/14/2021	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

**Staff: Child Ratios**

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
library	PreK, Fives, Sixes	3	13	Y	
Lunchroom		0	0	Y	
Room 1		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 13

**Comments:**

The purpose of the visit was to complete a CAPS monitoring visit with the program. The visit was completed in two parts, an admin review and a virtual visit via zoom.

Corrective Action Plan: Developed This Date

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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**VisitType:** EX-Monitoring

**Arrival:** 3:30PM

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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 on this date.

**Facility**

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

**Met**

**Comment**

Observed recent Fire Inspection and Certificate of Occupancy.

**EX-HS-.M Playgrounds (CS)**

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute. Playground was observed during a virtual visit. Discussed potential hazards.

**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 standards were discussed.

**Comment**

Medication is not dispensed

**Policies and Procedures**

**EX-HS-.J Operational Policies & Procedures (NCP)**

Technical Assistance

**Technical Assistance**

Discussed completion of emergency drills during after school operation and maintaining documentation on file.

**Comment**

Program has appropriate policies and procedures.

**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**

Observed age-appropriate discipline policies 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 safe sleep policies are necessary.

**Staff Records**

**Records Reviewed: 7**

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

Staff # 1

Met

Staff # 2

Not Met

Date of Hire: 07/31/2017

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 3

Not Met

Date of Hire: 07/28/2017

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4	Met
Date of Hire: 10/26/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 07/31/2021	
Staff # 6	Met
Date of Hire: 07/22/2021	
Staff # 7	Met
Date of Hire: 04/01/2019	

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

**Comment**  
Criminal record checks were observed to be complete.

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

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

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

**Comment**  
Observed health and safety training for all staff members on this date.

**Finding**  
EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records submitted by the program that two of two staff eligible for annual training did not have evidence of on going annual training.

**POI (Plan of Improvement)**  
The Program will ensure that staff obtain training as required and maintain on file for review.

**Correction Deadline: 1/13/2022**

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**Staffing and Supervision**

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

**Comment**  
Program observed to maintain appropriate staff: child ratios.