

**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:** 5/17/2022**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 3:00PM**EX-48616 EXMT-14030 EX-1 - Government  
Rockdale County Public Schools - C.J. Hicks  
MORE After School Program**1300 Pine Log Rd., Conyers GA 30012 Rockdale  
County  
(770) 483-4410 dprice@rockdale.k12.ga.us**Mailing Address**

Same

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.al.ga.gov

Joint with:

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	, Sixes	1	13	Y	
Media Center		0	0	Y	
Rm 042		0	0	Y	
Rm 069	, Sixes	1	16	Y	
Rm 132	, Sixes	1	16	Y	
Rm 230	, Sixes	1	14	Y	
Room 5		0	0	Y	
Room 6	, Sixes	1	16	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 5

#Children Count: 75

Comments:

## Corrective Action Plan:

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](mailto: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:** 5/17/2022**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 3:00PM**EX-48616 EXMT-14030 EX-1 - Government  
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Joint with:

**The following information is associated with a Exemption Monitoring:****Activities and Equipment****EX-HS-F Equipment & Toys (CS)****Met****Comment**

Ensure all materials and equipment are safe and secure.

**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 Fire Marshal inspection from March 2021.

**Facility****EX-HS-L Physical Plant (NCP)****Technical Assistance****Technical Assistance**

EX-HS-L(3) - Ensure any items that pose a risk to children in care are kept out of reach. In addition, monitor power cords observed in several classrooms that may pose a tripping hazard.

**EX-HS-M Playgrounds (CS)****Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

EX-HS-M(1) - Playground not completely fenced and observed gate open on this date. Discussed utilizing cones or another approved barrier to visually indicate boundaries.

**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 the follow was not met.

On the large playground, the plastic protective coating on the climber was loose in several areas exposing rust. Additionally, the yellow swing set had areas of rust observed. On the small greenspace area used by children, there were several broken boards on the bench seats that left splintered wood and several rusty screws.

**POI (Plan of Improvement)**

The Program will repair and monitor any areas of the playground equipment that were no longer in good repair. The program will monitor regularly to ensure that the playground equipment is free of hazards.

**Correction Deadline: 5/27/2022**

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

No diapered children are enrolled.

**EX-HS-.H Hygiene (NCP)****Not Met****Finding**

EX-HS-.H(1) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, and after contamination by any other means. It was determined based on observation as well as statements from staff, that thirteen children did not wash their hands prior to eating snack in the cafeteria.

**POI (Plan of Improvement)**

The Program will ensure that all children wash hands as listed above.

**Correction Deadline: 5/17/2022**

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

Medication is not dispensed

**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 a review of the policies, procedures and parent handbook that several required policies were missing. The following could not be located:

- 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.
- The handling and appropriate disposal of bodily fluids and storage of hazardous materials.

**POI (Plan of Improvement)**

The Program will add missing policies and ensure that parents and guardians are provided with all policies.

**Correction Deadline: 5/22/2022**

**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**

Staff # 1	Met
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 10/01/2021	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 4	Met
Staff # 5	Not Met
Date of Hire: 10/01/2021	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 6	Met
Date of Hire: 07/31/2018	
Staff # 7	Met
Date of Hire: 07/27/2018	
Staff # 8	Met
Staff # 9	Not Met
Date of Hire: 12/01/2021	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 10	Met
Staff # 11	Not Met
Date of Hire: 08/01/2021	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 12	Met
Date of Hire: 11/11/2013	
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 07/24/2014	

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**EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)****Not Met**

**Finding**

EX-HS-D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined based on a review of staff records, that four of sixteen staff did not complete records check through the Department prior to being present with children in care.

**POI (Plan of Improvement)**

The Program will ensure that all staff obtain a satisfactory criminal records check determination through the Department and associated with this program prior to being present with children.

**Correction Deadline: 5/17/2022**

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**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 staff records, that nine of sixteen staff had expired CPR and First Aid training. In addition, seven other staff had not completed CPR and First Aid within the first 90 days of employment as the standard requires.

**POI (Plan of Improvement)**

The Program will ensure that staff complete CPR and First Aid training as required within the first 90 days of employment and maintain certification on file for review.

**Correction Deadline: 6/16/2022**

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**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 eight of sixteen staff eligible for Health and Safety training had not completed the training within the first 90 days of employment.

**POI (Plan of Improvement)**

The Program will ensure staff complete training as required and maintain on file for review.

**Correction Deadline: 6/16/2022**

**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 staff records, that ten of sixteen staff had no evidence of the required ten hours annual training.

**POI (Plan of Improvement)**

The Program will ensure that staff obtain ten hours of annual training yearly after the first year of employment. The program will maintain on file for review.

**Correction Deadline: 6/16/2022**

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**Staffing and Supervision****EX-HS-O Staff:Child Ratios and Supervision (CS)****Technical Assistance****Comment**

Program observed to maintain appropriate ratios.

**Technical Assistance**

EX-HS-O(3) - Discussed proper supervision with director regarding staff placement on the playground. Ensure that staff are active and alert and ready to intervene.

