

**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.gov

(Cover Sheet)**Date:** 4/19/2022**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 4:30PM**EX-43913 EXMT-6420 EX-1 - Government
DeKalb County Schools ASED - Sagamore Hills**

1865 Alderbrook Road NE, Atlanta GA 30345

DeKalb County

(678) 874-7502 Deborah_Moore-

Sanders@dekalbschoolsga.org

Mailing Address1701 Mountain Industrial Boulevard, GA
30083**Regional Consultant**

Sarah Benton

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Joint with: Melissa McFarlin

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/19/2022	EX-Monitoring	Intermediate	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
Art Room 21		0	0	Y	
Cafe	PreK, Fives, Sixes	3	106	N	
Playground		0	0	Y	
Room 16		0	0	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 2

#Staff Count: 3

#Children Count: 106

Comments:

On April 19, 2022, an on site visit was conducted at the facility for the purpose of a CAPS monitoring visit. On April 28, 2022, an administrative review was completed to review required documents.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.al.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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS)

Technical Assistance

Technical Assistance

EX-HS-.F(2)(d) - Ensure that all equipment and materials are secure including the stacks of chairs observed in the cafeteria.

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

Finding

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on a review of three children's enrollment forms that the program did not include a signed exemption statement form with the children's enrollment record.

POI (Plan of Improvement)

The Program will ensure that each child who attends the exempt program has a completed and signed exemption parent statement on file. A sample was emailed to the program.

Correction Deadline: 4/19/2022

Facility

EX-HS-.L Physical Plant (NCP)

Technical Assistance

Comment

Observed a fire marshal inspection from March 2021. Next inspection scheduled for December 2023 based on the report from the Fire Marshal.

Technical Assistance

EX-HS-.L(3) - Ensure all hazardous items including but not limited cleaners, hand sanitizer, sprays, etc. are kept out of reach of children in care during the hours of operation.

Technical Assistance

EX-HS-.M(1) - Playground not completed fenced. Discussed using cones or another visual barrier to indicate areas approved for outdoor play.

Technical Assistance

EX-HS-.M(2) - Ensure that all playground equipment is in good repair. Discussed the rusty swing chains.

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 there was less than three inches of resilient material in and around the fall zones of the swings.

POI (Plan of Improvement)

The Program will ensure adequate resilient material is maintained in and around the fall zones of all swinging and climbing equipment.

Correction Deadline: 4/29/2022

Technical Assistance

EX-HS-.M(3) -Discussed the use of the field area with staff. Staff indicated that children are not allowed to use this area. If area is used ensure it is free of hazards such as standing water and ants.

Finding

EX-HS-.M(3) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that hazards were present on the playground. The following was observed; a missing bench seat which exposed a sharp metal edge and posed a risk. orange metal barriers that were partially exposed causing a tripping hazard, exposed concrete on the footings for the inclusive swing, as well as exposed felt under the swings that posed a tripping hard. Additionally, several boards were missing on the trailer skirt and rusty nails were accessible.

POI (Plan of Improvement)

The Program will ensure that all areas of the playground remain free of hazards, litter and debris.

Correction Deadline: 4/19/2022

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 observations, that children did not wash hands before or after eating snack.

POI (Plan of Improvement)

The Program will ensure that all children wash hands as required by the standard.

Correction Deadline: 4/19/2022

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

Medication is not dispensed

Policies and Procedures

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

Technical Assistance

Technical Assistance

EX-HS-.J(1)(a-i) - Ensure that all required policies are available in the policy and procedure manuals. Discussed adding the notification of all parents of enrolled children when a reportable contagious illness is present. In addition, please add a policy for the prevention of and response to food and allergic reactions.

EX-HS-.T Required Reporting (NCP)

Not Met

Finding

EX-HS-.T(1)(c) requires the Director or designated person-in-charge to report or cause to be reported to the Department within 24 hours or the next work day: any death of a child while in the care of the Program; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Program; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children. It was determined based on staff statements, a child was injured while in care on March 21, 2022 and received medical attention. The program did not report this incident to the Department as required within 24 hours.

POI (Plan of Improvement)

The Program will ensure that all required reports are made within 24 hours of the incident occurring.

Correction Deadline: 4/19/2022

Safety

EX-HS-.S

N/A

Comment

No field trips are offered

EX-HS-.E Discipline (CS)

Met

Comment

Please be mindful of voice tone in redirecting children. Discussed the use of redirection rather than threats with children.

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: 14

Records with Missing/Incomplete Components: 9

Staff # 1

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3

Not Met

<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 5	Not Met
<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 6	Not Met
<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 10/02/2019	
Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 9	Met
Staff # 10	Not Met
<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 11	Met
Date of Hire: 08/06/2018	
Staff # 12	Met
Date of Hire: 10/08/2015	
Staff # 13	Not Met
<u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	
Staff # 14	Met
Date of Hire: 10/02/2002	

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 eight of 14 staff members did not have a satisfactory criminal records check determination associated with this program prior to being present with children.

POI (Plan of Improvement)

The Program will ensure that prior to employment with children, staff will complete and obtain a satisfactory criminal record check through the Department and ensure that it is associated with this program.

Correction Deadline: 4/19/2022

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 an admin review of documentation submitted by the program, 14 of 14 staff persons did not completed CPR and First Aid as required by the standard within the first 90 days of employment as there was no evidence of training.

POI (Plan of Improvement)

The Program will ensure that all staff completed CPR and First Aid training within the first 90 days of employment and maintain a record on file for review.

Correction Deadline: 5/19/2022

EX-HS-.P Staff Training (NCP)

Not Met

Technical Assistance

Ensure initial orientation is completed and maintained upon hire.

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 an admin review of documents submitted by the program, 14 of 14 staff members had no evidence of health and safety training within the first 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff complete health and safety training as required by the standard within the first 90 days of employment and maintain on file for review. Emailed a flyer for free training.

Correction Deadline: 5/19/2022

Staffing and Supervision

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

Not Met

Finding

EX-HS-.O(2) requires the Program maintain Staff: child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observations that ratios were not met. Upon arrival to the program, the staff:child ratios were observed to be three staff to106 children in grades Pre-K through fifth.

POI (Plan of Improvement)

The Program will ensure that appropriate ratios are maintained throughout hours of operation.

Correction Deadline: 4/19/2022

Technical Assistance

EX-HS-.O(3) - Ensure that adequate supervision is maintained in the cafeteria and that staff position themselves in areas to better supervise all areas of the room.