

**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:** 4/28/2021**VisitType:** EX-Monitoring**Arrival:** 2:30PM**Departure:** 3:30PM**EX-44627 EXMT-13202 EX-1 - Government  
Camden County - Matilda Harris Elementary  
Extended Day Program**1100 The Lakes Boulevard, Kingsland GA 31548  
Camden County  
(912) 729-8163 ldurbin@camden.k12.ga.us**Mailing Address**

311 South East Street, GA 31548

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
4/28/2021	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
Cafeteria	, Sixes	2	19	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 2

#Children Count: 19

**Comments:**

The purpose of the visit was to complete a CAPS monitoring visit. The admin review was started on April 28, 2021. The virtual visit was started via Zoom but there were technical difficulties so the visit was moved to GoTo Meeting.

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](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:** 4/28/2021

**VisitType:** EX-Monitoring

**Arrival:** 2:30PM

**Departure:** 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**

No hazards observed accessible to children on this date.

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

**Not Met**

**Technical Assistance**

EX-HS-.M(1) - Based on staff statements, the school grounds are completely fenced. Staff indicated however that the gate usually remains open to allow after school parents to pick up. Discussed using cones or another approved barrier to create a visual barrier for children to keep them away from the parking lot and other areas not intended for their play.

**Correction Deadline: 4/28/2021**

**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 via a virtual visit, that two of the stairs on the main climber had areas of the protective rubber coating that were missing exposing rusty metal that posed a risk to children using the stairs.

**POI (Plan of Improvement)**

The Program will request that the stairs be repaired. Discussed potentially blocking off this area to prevent children from using until it can be repaired.

**Correction Deadline: 5/8/2021**

**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 a virtual visit that the resilient surfacing in the fall zone of both the climber and the swing set measured less than three inches.

**POI (Plan of Improvement)**

The Program will add additional resilient surfacing in and around the fall zones of the climber and the swing set. Director should monitor regularly and add and or fluff as needed.

**Correction Deadline: 4/28/2021**

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

No diapered children are enrolled.

<b>EX-HS-.H Hygiene (NCP)</b>	<b>Met</b>
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**Comment**

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

<b>EX-HS-.I Medications (CS)</b>	<b>Met</b>
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**Comment**

Documentation for one medicine authorization observed. Medication is an emergency medication and has not yet been dispensed.

<b>Policies and Procedures</b>
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<b>EX-HS-.J Operational Policies &amp; Procedures (NCP)</b>	<b>Met</b>
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**Comment**

Observed evidence of written policies and procedures that describe the Program's operations on this date.

<b>EX-HS-.T Required Reporting (NCP)</b>	<b>Met</b>
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**Comment**

Program reported incident as required.

<b>Safety</b>
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<b>EX-HS-.S</b>	<b>N/A</b>
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**Comment**

No field trips are offered

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**EX-HS-.E Discipline (CS)****Met****Comment**

Observed age-appropriate discipline policies on this date.

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**EX-HS-.R Transportation (CS)****N/A****Comment**

Program does not provide routine transportation.

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**Sleeping & Resting Equipment****EX-HS-.V Safe Sleeping and Resting Requirements (CS)****N/A****Comment**

No safe sleep policies are necessary.

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**Staff Records**

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**Records Reviewed: 35****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met

Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Date of Hire: 06/13/2017	
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31	Met
Staff # 32	Met
Staff # 33	Met
Staff # 34	Met
Staff # 35	Met

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

**Comment**

Criminal record checks were observed to be complete for five of five staff assigned to this program.

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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) Met**

**Comment**

Observed training for all staff members on this date.

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision (CS) Met**

**Comment**

Program observed to maintain appropriate staff: child ratios.