

**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.us

(Cover Sheet)**Date:** 12/14/2022**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 6:55PM**EX-45103 EXMT-9501 EX-1 - Government
DuBois Integrity Academy**6479 Church Street, Riverdale GA 30274 Clayton
County
(770) 629-1534
ccason@duboisintegrityacademy.com**Mailing Address**

6504 Church Street, Suite 1&2, GA 30274

Regional Consultant

Jessica Bailey

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jessica.bailey@dec.state.ga.us

Joint with: Sarah Benton

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
12/14/2022	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
103	, Fives	1	16	Y	
104	, Fives	2	28	Y	
108	, Six and older	2	17	Y	
110	, Six and older	3	34	Y	
111	, Six and older	1	26	N	
112	, Six and older	1	16	Y	
113		0	0	N	
117	, Six and older	2	36	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 2

#Staff Count: 12

#Children Count: 173

Comments:

On December 14, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.decal.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@decal.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:** 12/14/2022**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 6:55PM**EX-45103 EXMT-9501 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Technical Assistance****Technical Assistance**

EX-HS-.A(1) - Please ensure that developmentally appropriate lesson plans and activities are created and implemented for all age groups.

EX-HS-.F Equipment & Toys (CS)**Met****Comment**

Equipment and furniture observed to be properly secured, as applicable.

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(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 the specialist's review of records that the program did not possess a current fire inspection report from the local Fire Marshal.

POI (Plan of Improvement)

The Program will ensure that a current fire inspection conducted by the Fire Marshal is available and on site.

Correction Deadline: 12/14/2022**Facility****EX-HS-.L Physical Plant (NCP)****Technical Assistance****Technical Assistance**

EX-HS-.L(3) - Please ensure that unsafe items are stored and inaccessible to children. This includes hand sanitizer, Lysol spray, and any cleaning products. Hazardous items should be kept in a locked storage area.

EX-HS-.M Playgrounds (CS)**Not Met****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 the specialist's observation that a broken tree at eye level was protruding through the fence on Playground A.

POI (Plan of Improvement)

The Program will remove the broken tree from the playground and ensure that any future hazards are removed before children access the play area.

Correction Deadline: 12/14/2022

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. Proper hand washing of children and staff was discussed with the director on this date. Please ensure that children are washing their hands with warm water and soap during transitions.

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

Medication is not dispensed

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****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 the specialist's review of records that a program handbook was provided to parents through the school website, however, the program handbook did not include any of the required information.

POI (Plan of Improvement)

The Program will add a section to their existing parent handbook to include the required information for their after school program.

Correction Deadline: 12/19/2022

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

Comment

Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation (CS)**Technical Assistance****Technical Assistance**

EX-HS-.R(7)(c)1. - During the visit it was discovered that the program has a satellite location that does not have an after school program, therefore, is not required to have an exemption. However, the program is providing transportation from the satellite location to the exempt after school program. The specialist will provide transportation forms and policies to the program administrator.

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: 26****Records with Missing/Incomplete Components: 26**

Staff # 1

Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.D-Criminal Records Check Missing, EX-HS-.R(2)-Drivers License Missing, EX-HS-.P(3)-Health and Safety Training

Staff # 2

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.D-Criminal Records Check Missing, EX-HS-.R(2)-Drivers License Missing, EX-HS-.P(3)-Health and Safety Training

Staff # 3

Not Met

Date of Hire: 08/01/2014

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.R(2)-Drivers License Missing, EX-HS-.P(3)-Health and Safety Training

Staff # 4

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.D-Criminal Records Check Missing, EX-HS-.R(2)-Drivers License Missing, EX-HS-.P(3)-Health and Safety Training

Staff # 5

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.D-Criminal Records Check Missing, EX-HS-.R(2)-Drivers License Missing, EX-HS-.P(3)-Health and Safety Training

Staff # 6

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 7

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 8

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 9

Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 10

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 11

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 12

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 13

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 14

Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 15

Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 16

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 17

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 18

Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 19

Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 20

Not Met

Date of Hire: 08/01/2020

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 21

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 22

Not Met

Date of Hire: 08/01/2021

"Missing/Incomplete Components"

Records Reviewed: 26**Records with Missing/Incomplete Components: 26**

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 23

Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 24

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 25

Not Met

Date of Hire: 08/10/2020

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 26

Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.R(2)-Drivers License Missing,EX-HS-.P(3)-Health and Safety Training

EX-HS-.K**Not Met****Finding**

EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on specialist's review of records that 26 of 26 personnel records were not kept on site or available at the time of the visit.

POI (Plan of Improvement)

The Program will ensure that all staff members have a staff file or record on site and available to administration.

Correction Deadline: 12/19/2022

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 the specialist's review of records that 24 of 26 staff members did not possess a satisfactory comprehensive record check determination.

POI (Plan of Improvement)

The Program will ensure that all staff members obtain a current satisfactory comprehensive record check determination before returning to the classroom. Additionally, the program will ensure that new employees will obtain a satisfactory comprehensive record check determination before beginning.

Correction Deadline: 12/14/2022

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

Observed evidence of staff training in CPR and first aid on this date for 25 of 26 employees.

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

EX-HS-.P(1) - Please ensure that all staff members receive a staff orientation upon hire and a record of the orientation is kept in the staff file.

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 the specialist's review of records that the health and safety training certificates were not available on site to be reviewed. The program administrator stated that the health and safety training was completed but they did not have access to that documentation.

POI (Plan of Improvement)

The Program will ensure that all employees complete the health and safety training within 90 days of hire and that a record of the training be kept on file on site.

Correction Deadline: 1/13/2023

Staffing and Supervision**EX-HS-.O Staff:Child Ratios and Supervision (CS)****Not Met****Finding**

EX-HS-.O(1) requires the Program to maintain the required Staff: child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Program must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on the specialist's observation that Room 111 had 26 children and one teacher when the requirement is 1:25.

POI (Plan of Improvement)

The Program will ensure that adequate ratios are observed at all times and that teachers are always aware of the number of kids in the classroom at any given time.

Correction Deadline: 12/14/2022