

**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:** 1/19/2023**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 4:30PM**EX-48632 EXMT-14179 EX-1 - Government
Troup County ACE- Hillcrest Elementary School**3116 Robert Hayes Rd., LaGrange GA 30240 Troup
County
(706) 812-7940 hillta@troupc.org**Mailing Address**

PO Box 1228, GA 30241

Regional Consultant

Jessica Bailey

Phone: (678) 891-4934

Fax: (770) 357-3233

jessica.bailey@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
1/19/2023	EX-Monitoring	NA	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
Cafeteria		0	0	Y	
Computer Lab	, Six and older	1	14	N	
Playground 1	, Six and older	1	22	Y	
Playground 2		0	0	Y	
Playground 3		0	0	Y	
Room 1	PreK	1	14	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 50

Comments:

An in-person visit was performed on January, 19, 2023 for the purpose of CAPS Monitoring.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.ga.us/CCS/Regulations.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)**Date:** 1/19/2023**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 4:30PM**EX-48632 EXMT-14179 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****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.

Children's Records**EX-HS-C Children's Records****Not Met****Finding**

EX-HS-C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the specialist's review of records that the enrollment form being used does not have the child's date of birth.

POI (Plan of Improvement)

The Program will utilize an enrollment form with complete information including child's date of birth.

Correction Deadline: 1/19/2023**Exemptions****EX-HS-X Exemption Requirements****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(CS)**Met****Comment**

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

Health and Hygiene

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

No diapered children are enrolled.

EX-HS-.H Hygiene**Met****Comment**

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

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

Medication is not dispensed

Policies and Procedures

EX-HS-.J Operational Policies & Procedures**Not Met****Comment**

Determined age-appropriate discipline is communicated to staff on this date.

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 the program has not conducted emergency drills during the ACE program hours. Children have practiced drills during the regular school day.

POI (Plan of Improvement)

The Program will conduct monthly emergency drills and retain documentation of the completed drills.

Correction Deadline: 1/24/2023

EX-HS-.T Required Reporting**Met****Comment**

There were no incidents or injuries that required reporting.

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

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.S Field Trips**N/A****Comment**

No field trips are offered

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: 10****Records with Missing/Incomplete Components: 9**

Staff's Name [# 1]: Bohn, Terri

Not Met

Date of Hire: 09/01/2001

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 2]: Boyd, Crystal

Not Met

Date of Hire: 12/13/2016

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 3]: Carter, Betty

Not Met

Date of Hire: 05/09/2011

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 4]: Everett, Sherri

Not Met

Date of Hire: 08/26/2014

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 5]: Hendricks, Tammie

Not Met

Date of Hire: 09/10/1999

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 6]: Rich, Emma

Met

Staff's Name [# 7]: Rich, Olivia Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 8]: Shellgrove, Jennifer Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 9]: Watkins, Dana Not Met

Date of Hire: 07/12/2010

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 10]: White, Marquite Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.D-Criminal Records Check Missing

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 three of ten staff members did not possess a satisfactory comprehensive record check determination.

POI (Plan of Improvement)

The Program will ensure that all staff members possess a satisfactory comprehensive record check determination before being present on site with children.

Correction Deadline: 1/19/2023

EX-HS-.W First Aid & CPR

Met

Comment

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

EX-HS-.K Personnel Records

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 the specialist's review of records that after school staff member files are not kept on site for the program.

POI (Plan of Improvement)

The Program will ensure that a copy of the staff's files are kept on site containing all of the required staff documentation.

Correction Deadline: 1/24/2023

EX-HS-.P Staff Training

Met

Comment

Observed training for all staff members on this date.

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

Adequate supervision observed on this date.