



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: 1/18/2023

VisitType: EX-Monitoring

Arrival: 3:00PM

Departure: 5:00PM

EX-50694 EXMT-15731 EX-1 - Government ACE-Clearview Elementary School

1905 South Davis Road, LaGrange GA 30240 Troup County (706) 812-7968 hillta@troup.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.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include levels P1, P2, P3 and I1, I2, I3.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include Cafeteria, Classroom 1, Gym, Multipurpose Room, Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 44

Comments:

An in person visit was conducted on January 18, 2023 for the purpose of CAPS monitoring.

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.

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)

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

Technical Assistance

Technical Assistance

EX-HS-.C(1) - Please update enrollment forms to include the children's date of birth. The after school program does have access to the school enrollment records containing complete information.

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****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: 1/23/2023

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

There were no incidents or injuries that required reporting.

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

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

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

No field trips are offered

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: 10**

Staff's Name [# 1]: Bailey, Maria	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.R(2)-Drivers License Missing	
Staff's Name [# 2]: Barber, Elizabeth	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.R(2)-Drivers License Missing	
Staff's Name [# 3]: Davis, Reanna	Not Met
<u>"Missing/Incomplete Components"</u>	
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	
Staff's Name [# 4]: Dunson, Malencia	Not Met
<u>"Missing/Incomplete Components"</u>	
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	
Staff's Name [# 5]: Goode, Tiffany	Not Met
<u>"Missing/Incomplete Components"</u>	
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	
Staff's Name [# 6]: Grant, Consuella	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.R(2)-Drivers License Missing	
Staff's Name [# 7]: Kelly, McKenzie	Not Met
<u>"Missing/Incomplete Components"</u>	
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	
Staff's Name [# 8]: Sanchez, Elizabeth	Not Met
<u>"Missing/Incomplete Components"</u>	
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	
Staff's Name [# 9]: Smith, Kristina	Not Met

"Missing/Incomplete Components"

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

Staff's Name [# 10]: Waldroup, Courtney

Not Met

"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-.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 six 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: 1/18/2023

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: 1/23/2023

EX-HS-.P Staff Training

Technical Assistance

Technical Assistance

EX-HS-.P(4) - Please ensure all staff members receive ten hours of approved training for the current year.

Staffing and Supervision

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

Technical Assistance

Comment

Program observed to maintain appropriate staff: child ratios.

Technical Assistance

EX-HS-.O(3) - Please ensure that staff members are aware of ratios and the number of children present at all times.