

**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:** 2/9/2022**VisitType:** EX-Monitoring**Arrival:** 1:15PM**Departure:** 2:30PM**EX-43893 EXMT-6400 EX-1 - Government  
DeKalb County Schools ASED - Huntley Hills**2112 Seaman Circle, Chamblee GA 30341 DeKalb  
County  
(678) 676-7402 Deborah\_Moore-  
Sanders@dekalbschools.ga.gov**Mailing Address**

5829 Memorial DR, GA 30083

**Regional Consultant**

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
2/9/2022	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
Cafetorium		0	0	Y	Snack/big game usage/homework
Gym		0	0	Y	Ball play/rock wall
Library		0	0	Y	Video/snack/reading
Room 118		0	0	Y	I-pad/rainy day activities

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

**Comments:**

In-person CAPS monitoring visit conducted with Ms. Candace Branch, director. The Program is currently operating within the parameters set forth by the approval conditions under Category 1.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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\_\_\_\_\_

**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

**(Summary Report)****Date:** 2/9/2022**VisitType:** EX-Monitoring**Arrival:** 1:15PM**Departure:** 2:30PM**EX-43893 EXMT-6400 EX-1 - Government  
DeKalb County Schools ASED - Huntley Hills**2112 Seaman Circle, Chamblee GA 30341 DeKalb  
County  
(678) 676-7402 Deborah\_Moore-  
Sanders@dekalbschoolsga.org**Mailing Address**

5829 Memorial DR, GA 30083

**Regional Consultant**

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.state.ga.us

Joint with:

**The following information is associated with a Exemption Monitoring:****Activities and Equipment****EX-HS-F Equipment & Toys (CS)****Technical Assistance****Comment**

It was observed throughout the Program that all areas used by the participants appeared to be clean and maintained.

**Technical Assistance**

EX-HS-F(2)(c) - requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was discussed on this date with the director to be mindful of the cords on the floor connected to the large industrial floor heating units. It was suggested to use tape to stabilize the cords to avoid tripping of which could cause injury.

**EX-HS-Q Swimming Pools & Water-related Activities (CS)****N/A****Comment**

Program does not provide swimming activities.

**Children's Records****EX-HS-C****Technical Assistance****Technical Assistance**

EX-HS-C(2) - requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was stated on this date by the director that the Program has access to all immunization records in the nurse's office. It was recommended to the director on this date to obtain a copy of the student's immunization certificates and keep on file with the after school registration documents. This would ensure continuous access to the material needed.

**Exemptions****EX-HS-X Exemption Requirements (NCP)****Met****Comment**

Observed compliance with the fire safety agencies and local building authorities on this date.

**Facility**

---

**EX-HS-.L Physical Plant (NCP)****Met****Comment**

Observed approval from the Department, fire safety agencies and local building authorities on this date.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**Comment**

Program appears clean and well maintained.

---

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**Comment**

EX-HS-.M(1) - requires that playgrounds be protected from traffic or other hazards by a 4 four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was noticed that the playground contained a three (3) point enclosed fence. It was stated by the Program director that a plan is in place for a teacher to be stationed at the open end of the playground to ensure child safety from leaving the area.

---

**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 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 (NCP)****Met****Comment**

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

**Comment**

Observed evidence of written drill checks on this date.

**Comment**

Observed the Program's written emergency plan on this date.

---

**EX-HS-.T Required Reporting (NCP)****Met****Comment**

There were no incidents or injuries that required reporting.

EX-HS-.S

N/A

**Comment**

No field trips are offered

EX-HS-.E Discipline (CS)

Met

**Comment**

Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation (CS)

N/A

**Comment**

Program does not provide routine transportation.

## Sleeping &amp; Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)

N/A

**Comment**

No infants are enrolled.

**Comment**

No safe sleep policies are necessary.

## Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met

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

Not Met

**Finding**

EX-HS-.D(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director and all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined based on review of records on this date that one (1) staff out of six (6) did not have evidence of Departmental completion of a satisfactory criminal records check.

**POI (Plan of Improvement)**

The Program will have the staff members missing criminal records checks complete the assessment within three (3) business days or submit a separation notice for those employees.

**Correction Deadline: 2/14/2022**

---

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

Observed evidence of six (6) out of six (6) staff trained in CPR and first aid on this date.

---

**EX-HS-.P Staff Training (NCP)****Met****Comment**

Observed initial orientation for six (6) out of six (6) staff on this date.

<b>Staffing and Supervision</b>
---------------------------------

---

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

There were no children in attendance in the after school program during the time of visit. Proper ratios and classroom capacities were discussed with the director on this date.