

**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.al.ga.gov

**(Cover Sheet)****Date:** 12/2/2021**VisitType:** EX-Monitoring**Arrival:** 1:00PM**Departure:** 2:25PM**EX-43914 EXMT-6421 EX-1 - Government  
DeKalb County Schools ASED - Shadow Rock**1040 Kingway Drive, Lithonia GA 30058 DeKalb  
County  
(678) 676-1926  
James\_Hearn@DeKalbschoolsga.org**Mailing Address**1701 Mountain Industrial Boulevard, GA  
30083**Regional Consultant**

Keia Cole

Phone: (678) 717-5146

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keia.cole@dec.al.ga.gov

Joint with:

| Compliance Zone Designation |               |            | Prevention Action Category     | Intermediate Action Category     | Dismissal Action Category |
|-----------------------------|---------------|------------|--------------------------------|----------------------------------|---------------------------|
| 12/2/2021                   | 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        |            | 0           | 0              | Y               |       |

Group Sizes Met? Y

Total # Non-Care Staff Present: 2

#Staff Count: 0

#Children Count: 0

**Comments:**

Virtual random monitoring visit conducted with Ms. Turkessa Stodghill, director. The Program has been advised to submit an amendment through DECAL KOALA no later than December 7, 2021 to adjust the hours of operation. Currently the program starts at 2:00 p.m.; however, the conditions authorize the Program to start at 2:30 p.m.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.al.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:** 12/2/2021

**VisitType:** EX-Monitoring

**Arrival:** 1:00PM

**Departure:** 2:25PM

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Joint with:

**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.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Technical Assistance**

**Comment**

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

**Technical Assistance**

EX-HS-.X(3) - requires the program to meet the criteria for the exemption granted. The Program has been advised to submit an amendment through DECAL KOALA no later than December 7, 2021 to adjust the hours of operation. Currently the program is authorized to start at 2:30 p.m. per the original Exemption application; however, the Program stated that the activity now starts at 2:00 p.m.

**Facility**

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

**Met**

**Comment**

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

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

No diapered children are enrolled.

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**EX-HS-.H Hygiene (NCP)****Met****Comment**

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

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

Medication is not dispensed

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**Policies and Procedures**

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**EX-HS-.J Operational Policies & Procedures (NCP)****Met****Comment**

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

**Comment**

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

**Comment**

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

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

There were no incidents or injuries that required reporting.

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**Safety**

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

No field trips are offered

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

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

**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**

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**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: 5**

**Records with Missing/Incomplete Components: 4**

Staff # 1 Not Met

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 2 Not Met

Date of Hire: 08/11/2021

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 3 Not Met

Date of Hire: 09/02/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 4 Not Met

Date of Hire: 06/05/2018

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 5 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 (5) out of five (5) staff.

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**EX-HS-.W First Aid & CPR (NCP) Not Met**

**Finding**

EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that four (4) out of five (5) staff members did not have evidence of CPR and first aid training.

**POI (Plan of Improvement)**

The Program will have the four (4) out of five (5) staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained onsite for future review by the Department.

**Correction Deadline: 1/1/2022**

**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 review of records that four (4) out of five (5) staff were missing the completion of the Health and Safety orientation training.

**POI (Plan of Improvement)**

The Program will have the four (4) out of five (5) staff missing the Health and Safety orientation training complete the assessment. The Program will obtain and maintain a copy of the completion certificate and have available to the Department for future review.

**Correction Deadline: 1/1/2022**

**Finding**

EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that four (4) out of five (5) staff members did not have evidence of ten (10) additional hours of child related task focused training.

**POI (Plan of Improvement)**

The Program will comply with ten (10) additional hours of child related task focused training. The Program will maintain copies of all annually completed training certificates for future review by the Department.

**Correction Deadline: 1/1/2022**

**Staffing and Supervision**

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

**Met**

**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.