

**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:** 10/1/2021**VisitType:** EX-Monitoring**Arrival:** 9:30AM**Departure:** 11:45AM**EX-48083 EXMT-13458 EX-7 - Day camp  
Future Scholars Enrichment Program, Inc.**6295 Shannon Parkway, Union City GA 30291  
Fulton County  
(678) 654-8104 deborpay@aol.com**Mailing Address**

306 Calgary Drive, GA 30269

**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
10/1/2021	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
Room 1		0	0	Y	Game play, arts and craft, dance
Room 2 (room through kitchen)		0	0	Y	Game play, arts and crafts, dance
Room 3 (back of facility - to the right)		0	0	Y	Game play, arts and crafts, dance
Room 4 (back of facility - to the left)		0	0	Y	Game play, arts and crafts, dance

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

**Comments:**

Virtual CAPS monitoring visit conducted with Ms. Deborah Payne, owner. The Program has been advised to submit an amendment to adjust months of operation for their Category 7 activity. It has been explained to Ms. Payne that all Category 7 activities are to operate during school breaks and holidays only. It has been recommended to Ms. Payne to apply for a Category 2 exemption to add support to families in the community under distance learning.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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)****Date:** 10/1/2021**VisitType:** EX-Monitoring**Arrival:** 9:30AM**Departure:** 11:45AM**EX-48083 EXMT-13458 EX-7 - Day camp  
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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 was advised during the visit that due to the state of emergency expiring surrounding COVID-19, all Category 7 activities can no longer operate as distance learning facilities. It has been explained that the Category 7 activity can only operate during times when schools are closed for breaks and holidays. It has been recommended that the Program apply for a Category 2 to supplement support to the community for distance learning.

**POI (Plan of Improvement)**

The Program will supply an amendment to remove the months of operation that were granted during the state of emergency to support distance learning. The Program will submit an Exemption application for Category 2 to supplement support to families for distance learning.

**Facility****EX-HS-L Physical Plant (NCP)****Not Met****Technical Assistance**

It has been discussed with the director on this date to maintain all documents and certificates verifying compliance with local and state municipalities in a binder at the facility for easy reviewing access for the Department during inspections.

**Comment**

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

**Comment**

Program appears clean and well maintained.

**Finding**

EX-HS-.L(3) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the hall storage closet did not have a lock and contained a large jug of hand sanitizer accessible to children. If used in excess or inappropriately, the hand sanitizer could pose bodily harm.

**POI (Plan of Improvement)**

The Program will add a lock to the hall storage closet.

**Correction Deadline: 10/6/2021**

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

**N/A**

**Comment**

No playground provided

<b>Health and Hygiene</b>
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**EX-HS-.U Diapering Areas & Practices (CS)**

**N/A**

**Comment**

No diapered children are enrolled.

**Comment**

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

**Met**

**Comment**

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

**EX-HS-.I Medications (CS)**

**N/A**

**Comment**

Medication is not dispensed

<b>Policies and Procedures</b>
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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.

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

**Met**

**Comment**

There were no incidents or injuries that required reporting.

<b>Safety</b>
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**EX-HS-.S**

**N/A**

**Comment**

No field trips are offered

**Technical Assistance**

It has been recommended to the Program to add age-appropriate disciplinary policies to the parental handbook on this date.

**Comment**

There were no children enrolled on this date. The program's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

**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 infants are enrolled.

**Comment**

No safe sleep policies are necessary.

**Staff Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 7**

Staff # 1 Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 2 Not Met

"Missing/Incomplete Components"

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

Staff # 3 Not Met

"Missing/Incomplete Components"

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

Staff # 4 Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 5 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 6 Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 7 Not Met

"Missing/Incomplete Components"

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

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

Criminal record checks for seven (7) out of seven (7) staff members were observed to be complete.

**Technical Assistance**

The Program has been advised that the criminal record checks for seven (7) out of seven (7) staff members need to be ported from another center to Future Scholars Enrichment Program, Inc. by October 1, 2021.

**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 seven (7) out of seven (7) staff members did not have current CPR and first aid training certificates. All certifications were expired.

**POI (Plan of Improvement)**

The Program will have all seven (7) out of seven (7) staff members complete CPR and first aid training. The Program will obtain and maintain copies of all staff members certifications on-site.

**Correction Deadline: 10/31/2021**

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

It was determined based on observation of records that six (6) out of seven (7) staff members did not have the additional ten (10) hours of diverse training topics on this date.

**POI (Plan of Improvement)**

The Program will have all seven (7) out of seven (7) staff members complete the required ten (10) additional training hours under diverse topics.

**Correction Deadline: 12/31/2021**

**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 seven (7) staff members did not have verification of the required completed health and safety orientation training.

**POI (Plan of Improvement)**

The Program will have four (4) out of seven (7) staff members complete and print the health and safety orientation training certificates.

**Correction Deadline: 10/31/2021**

**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.