



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.gov

(Cover Sheet)

Date: 1/17/2023

VisitType: EX-Monitoring

Arrival: 11:40AM

Departure: 2:30PM

**EX-48586 EXMT-14004 EX-1 - Government
DeKalb County Schools ASED - Oak View
Elementary**

3574 Oakvale Road, Decatur GA 30034 DeKalb
County
(678) 875-1302
Wendy_Jackson@dekalbschoolsga.org

Mailing Address

5829 Memorial Drive, GA 30087

Regional Consultant

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.al.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
1/17/2023	EX-Monitoring	Intermediate	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 (Level1 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
Cafetorium		0	0	Y	All students (snack and attendance)
Classroom PreK - 1st Grade		0	0	Y	No longer using area
Gym		0	0	Y	All students (Ball activities and indoor play)
Media Room - 2nd -5th Grade		0	0	Y	3rd - 5th grade (homework, device play, and reading)

Group Sizes Met? Y

Total # Non-Care Staff Present: 2

#Staff Count: 0

#Children Count: 0

Comments:

In-person CAPS monitoring visit conducted with Ms. Wendy Jackson, director, on January 17, 2023. Visit conducted prior to the start of the activity. The Program is currently operating within the parameters set forth by the approval conditions under Category 1. The Program is missing completed DECAL criminal background checks for two (2) staff members. Completed result status or separation notices are required within three (3) business days, no later than Friday, January 20, 2023.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.decal.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@decal.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

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

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

Met

Comment

EX-HS-.C(2) - It was stated by the Program director on this date that immunization records are accessible in the main office of the school by the Program.

Exemptions

EX-HS-.X Exemption Requirements

Technical Assistance

Technical Assistance

EX-HS-.X(4) - The Program had the maximum load certificate issued by the county displayed but did not have verification of the facility's Building Certificate of Occupancy on county/city letterhead. It was recommended that the Program contact the appropriate municipality to obtain this document. The Program will maintain the material for future review by the Department.

Facility

EX-HS-.L Physical Plant(CS)

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

Playground not observed on this date due to inclement weather.

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

No diapered children are enrolled.

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

Proper hand washing observed throughout the program.

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

Medication is not dispensed

Policies and Procedures**EX-HS-.J Operational Policies & Procedures****Not 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 drills conducted within the Program on this date.

Comment

Observed the Program's written emergency plan 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 review of records that the Program did not have information surrounding contagious illness notification, prevention of allergic reactions, disposal of hazardous materials, communication of reunification, and the recognition and reporting of child abuse and neglect.

POI (Plan of Improvement)

The Program will add the necessary information to written policy.

Correction Deadline: 1/24/2023

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.

Comment

Observed age-appropriate discipline policies 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 infants are enrolled.

Comment

No safe sleep policies are necessary.

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

Staff's Name [# 1]: Ball, Iesha

Not Met

Date of Hire: 10/07/2019

"Missing/Incomplete Components"

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

Staff's Name [# 2]: Boseman, Vicki

Not Met

Date of Hire: 09/09/2019

"Missing/Incomplete Components"

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

Staff's Name [# 3]: Braithwaite, Kalisha

Not Met

Date of Hire: 08/01/2015

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.P(3)-Health and Safety Training, EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 4]: Durden, Kenneth

Not Met

Date of Hire: 08/08/2022

"Missing/Incomplete Components"

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

Staff's Name [# 5]: Jackson, Kennedy

Not Met

Date of Hire: 06/21/2021

"Missing/Incomplete Components"

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

Staff's Name [# 6]: Jackson, Wendy

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

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

Staff's Name [# 7]: Mitchell McArthur, Kandis

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,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 review of records on this date that two (2) out of seven (7) staff members did not have evidence of the Department's completed 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: 1/20/2023**EX-HS-.W First Aid & CPR****Not Met****Finding**

EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that seven (7) out of seven (7) staff members did not have evidence of first aid training. It was determined that one (1) out of seven (7) staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)

The Program will have all staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 2/16/2023**EX-HS-.P Staff Training****Not Met****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 three (3) out of seven (7) staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)

The Program will have the three (3) out of seven (7) staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 2/16/2023

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 seven (7) out of seven (7) staff members did not have evidence of ten (10) additional hours of child related task focused training.

POI (Plan of Improvement)

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

Correction Deadline: 2/16/2023

Staffing and Supervision

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

Met

Comment

Participating children were not in the activity during the visit. Proper ratios and classroom capacities were discussed with the director on this date