

**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:** 11/29/2021**VisitType:** EX-Monitoring**Arrival:** 1:00PM**Departure:** 2:45PM**EX-49774 EXMT-15089 EX-1 - Government  
Westside Atlanta Charter School - Encore**2250 Perry Boulevard, Atlanta GA 30318 Fulton  
County  
(404) 802-1350 filita@wacs.us**Mailing Address**

Same

**Regional Consultant**

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/29/2021	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	
Gym		0	0	Y	
Quad		0	0	Y	Covered play area
Room 136B		0	0	Y	Kindergarten; 1st grade
Room 137A		0	0	Y	Lounge
Room 137B		0	0	Y	Game room

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

**Comments:**

Virtual CAPS monitoring visit conducted with Ms. Filita Kirkendoll, afterschool 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.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)**

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**Arrival:** 1:00PM

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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**

**Not Met**

**Finding**

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 determined based on review of records that the Program did not have immunization forms or access to immunization forms during the visit.

**POI (Plan of Improvement)**

The Program will obtain or gain access to immunization records for all children with a CAPS certificate .

**Correction Deadline: 12/9/2021**

**Exemptions**

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

**Not Met**

**Finding**

EX-HS-X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on review of records that the Program did not have evidence of a recent Fire Marshal inspection or a Certificate of Occupancy available for review during the visit.

**POI (Plan of Improvement)**

The Program will contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports/documents for future inspections by the Department.

**Correction Deadline: 12/10/2021**

**Facility**

**Technical Assistance**

Observed approval from the Department on this date. It was discussed with the afterschool director to move the Department approval letter and certificate to a wall in better view for the families to see.

**Comment**

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

**Comment**

Program appears clean and well maintained.

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

Playground observed to be clean and in good repair.

<b>Health and Hygiene</b>
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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

<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.

**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.

<b>Safety</b>
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**EX-HS-.S****N/A****Comment**

No field trips are offered

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**EX-HS-.E Discipline (CS)****Technical Assistance****Comment**

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

**Technical Assistance**

It was discussed with director on this date to add age-appropriate discipline to policies.

**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: 4****Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 08/09/2021

"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 08/09/2021

"Missing/Incomplete Components"

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

Staff # 3

Not Met

Date of Hire: 08/02/2021

"Missing/Incomplete Components"

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

Staff # 4

Met

Date of Hire: 07/11/2013

**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 through DECAL before the individual is present at the program while any child is present for care. It was determined based on review of records that three (3) out of four (4) staff members did not have a criminal background check completed through the Department of Early Care and Learning.

**POI (Plan of Improvement)**

The Program will register, complete, submit, and maintain a satisfactory comprehensive criminal background check determination through the Department for three (3) out of four (4) staff members. The Program will retain these documents onsite for future review.

**Correction Deadline: 12/2/2021**

**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 four (4) staff members did not have evidence of CPR and first aid training.

**POI (Plan of Improvement)**

The Program will have four (4) out of four (4) 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: 12/29/2021**

**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 the Program did not have evidence of four (4) out of four (4) staff members complete the Health and Safety orientation training.

**POI (Plan of Improvement)**

The Program will have four (4) out of four (4) staff members complete the Health and Safety orientation training. All training certificates will be maintained onsite for future review by the Department.

**Correction Deadline: 12/29/2021**

**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 four (4) 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: 12/29/2021**

**Staffing and Supervision****Comment**

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