

**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:** 2/7/2024**VisitType:** EX-Monitoring**Arrival:** 11:10AM **Departure:** 2:15PM**EX-48983 EXMT-14362 EX-1 - Government
Fort Valley State University Child Development
Center**1101 Carver Drive, Fort Valley GA 31030 Peach
County
(478) 391-2820 francine.hollis@fvsu.edu**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
2/7/2024	EX-Monitoring	Prevention	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
1 & 2 Year Old Classroom		0	0	N	
1 & 2 Year Old Classroom	, Twos	2	7	Y	
3 Year Old Classroom		0	0	N	
3 Year Old Classroom	, Threes	2	6	Y	
Older Children's Playground		0	0	N	
Playground		0	0	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 13

Comments:

On February 7, 2024, (an in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Dr. Francine Hollis, Director. During the visit we discussed the Health and Safety Protocols. As the children are dropped off by the parent(s), a wellness check and temperature checks are administered, and they are greeted/ushered by the staff into their classrooms. The children's hands are washed/sanitized before eating, after toileting and outside play. It was determined through discussion and the review of records; the Program operates from 7:00 a.m. – 5:30 p.m. The Program will submit an exemption amendment application to change the hours from 7:00 a.m. – 5:15 p.m. to 7:00 a.m. - 5:30 p.m.

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 the GACAPS 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).

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(Findings Report)**Date:** 2/7/2024**VisitType:** EX-Monitoring**Arrival:** 11:10AM **Departure:** 2:15PM**EX-48983 EXMT-14362 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(1)- The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as arts & crafts, math, shapes & colors, role playing, center time, circle/story time, and outdoor playtime that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child. The staff does provide a variety of teaching methods to accommodate the needs of the children's different learning styles.

EX-HS-.F Equipment & Toys (CS)**Met****Comment**

A variety of equipment and toys were observed throughout the Program. The staff ensures the toys/chairs and equipment are sanitized on a daily basis.

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

The Program does not provide swimming activities.

Children's Records**EX-HS-.C****Met****Comment**

EX-HS-.C(1) – The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, gender, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The files does include a birth certificate and immunization records for each child.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Not Met****Comment**

EX-HS-.X(1) - The Program is in compliance with the posting of the exemption approval letter and certificate. Both are adjacent to each other and placed in a prominent area in the main lobby.

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 by the observation of records, the last fire inspection was conducted 12/12/22.

POI (Plan of Improvement)

Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Specialist.

Correction Deadline: 4/30/2024

Facility

EX-HS-.B

Technical Assistance

Comment

EX-HS-.B(2) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels.

Technical Assistance

EX-HS-.B(5) - Technical assistance was provided regarding a fully opened pamper placed on top of the trash can inside of the bathroom. The center staff will ensure pampers are discarded in a closed top trash bin.

EX-HS-.L Physical Plant (NCP)

Met

Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)

Met

Comment

Both playgrounds were observed to be clean, in good repair and enclosed in a fence.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)

Met

Comment

Hand washing requirements for diapering were discussed with the staff on this date

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

Medications are not dispensed and were discussed on this date.

Policies and Procedures

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

Met

Comment

It was determined through the review of records, the Provider does execute emergency preparedness by conducting monthly fire drills.

Comment

Observed evidence of written policies and procedures that describe the Program's operations 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.

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

No field trips are offered

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

Determined age-appropriate discipline is communicated to staff 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)****Met****Comment**

Pleasant naptime environment observed on this date.

Staff Records**EX-HS-.K****Met****Comment**

EX-HS-.K(1) - It was determined by the observation of records the program does maintain a personnel file on all staff.

EX-HS-.N**Met****Comment**

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator is generally on the premises and if absent at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

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 by the review of records, seven (7) of seven (7) staff members have completed their Criminal Record Checks, however two (2) of three (3) interns have satisfied the standard.

POI (Plan of Improvement)

The Program will ensure the intern completes the criminal record check and will submit the letter of determination to the Specialist via email.

Correction Deadline: 2/12/2024**EX-HS-.W First Aid & CPR (NCP)****Met****Comment**

Observed evidence of staff training in CPR and first aid on this date.

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 by the review of records, six (6) of the seven (7) staff members have completed the Health and Safety training.

POI (Plan of Improvement)

The Program will ensure all staff members complete the Health and Safety training within 90 days of employment

Correction Deadline: 3/29/2024

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 by the observation of records, six (6) out of seven (7) staff members and two (2) of three (3) students in training have completed the annual 10 hours of training.

POI (Plan of Improvement)

The Program will ensure all staff members and students-in-training complete the annual 10 hours of training.

Correction Deadline: 6/28/2024

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.