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.decal.ga.gov

(Cover Sheet)

Date: 2/26/2025 **VisitType:** EX-Monitoring **Arrival:** 2:00PM **Departure:** 4:35PM

EX-43904 EXMT-6411 EX-1 - Government
DeKalb County Schools ASEDP - Narvie J. Harris Theme

3981 McGill Drive, Decatur GA 30034 DeKalb County
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Regional Consultant

Rosalyn Elder

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Joint with:

Mailing Address

Same

Compliance Zone Designation		
2/26/2025	EX-Monitoring	Prevention

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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
Cafe		0	0	Y	
Gym		0	0	Y	
Lobby	, Six and older	1	9	Y	
Playground		0	0	Y	
Room 101	, Six and older	1	5	Y	
Room 107	PreK, Six and older	1	11	Y	
Room 208	, Six and older	1	19	Y	
Room 300		0	0	Y	
Room 304		0	0	Y	
Room 404		0	0	Y	
Room 406		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 4 #Children Count: 44

Comments:
On February 26, 2025, an in-person visit was conducted at the facility for the purpose of CAPS Health and Safety Monitoring with Ms. Tamela Cutter, Director. During the visit we discussed Health and Safety Protocols inclusive of the handwashing procedures. It was determined through the review of records and through discussion, that the Program is operating as approved, however a Warning letter was issued.

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 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@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).

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(Findings Report)

Date: 2/26/2025 **VisitType:** EX-Monitoring **Arrival:** 2:00PM **Departure:** 4:35PM

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A **Met**

Comment
A daily planned program of varied and developmentally appropriate activities such as homework assistance and indoor/outdoor playtime is provided.

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

Comment
The equipment and furniture observed to be properly secured, as applicable. The tables and chairs are wiped down with Clorox and 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
Observed children's files as required.

Comment
Observed children's immunization files as required.

Exemptions

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

Technical Assistance
EX-HS-.X(1) - Technical assistance was provided regarding the posting of the exemption approval letter to be adjacent to the certificate.

Comment
EX-HS-.X(4) - It was determined through the observation of records the Provider has met the approval of local fire safety agencies and building authorities on this date.

Facility

EX-HS-.B **Met**

Comment
Bathrooms located adjacent to child care areas and rooms.

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

Comment
The Facility appears clean and well maintained.

EX-HS-.M Playgrounds (CS) **N/A**

Comment
The Program does not use a playground.

Health and Hygiene

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

Comment
No diapered children are enrolled.

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.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP) **Not Met**

Comment
Observed evidence of documented fire, tornado, and lock-down drills that are conducted monthly on this date.

Finding
EX-HS-.J(1)(a-i) - 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 had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

POI (Plan of Improvement)
The Program will ensure all of the required standards are included in the Policy and Procedures Handbook. . A follow-up will be conducted during the next
Health and Safety monitoring visit.

Correction Deadline: 5/30/2025

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 conducted at the program.

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) **N/A**

Comment
No safe sleep policies are necessary.

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 Directors are responsible for the supervision, operation, and maintenance of the program. The Directors generally are 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) **Met**

Comment
Evidence of satisfactory Comprehensive Records Check Determination letters on file for employees and all residents age 17 and older.

EX-HS-.W First Aid & CPR (NCP) **Met**

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

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

Technical Assistance
EX-HS-.P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans Do we need to list out every emergency plan (ex: loss of power, water, lockdown shelter in place, etc.); childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined by the review of records, none of the employees have completed the initial orientation training.

POI (Plan of Improvement)
The program will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new employees in the future.

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, two of the fourteen staff members did not complete the 10 hours of annual training.

POI (Plan of Improvement)
The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 5/30/2025

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 that is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university, vocational program, or other department-approved source. It was determined by the review of records, two of the fourteen staff members did not complete the 10 hours of annual training.

POI (Plan of Improvement)
The program will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 5/30/2025

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.