

**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.gov

(Cover Sheet)**Date:** 2/7/2024**VisitType:** EX-Monitoring**Arrival:** 12:45PM **Departure:** 3:15PM**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**

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.state.ga.gov

Joint with: Chrissy Powell

Compliance Zone Designation			Prevention Action Category	Intermediate Action 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 (Level 1 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
118A Visual Arts		0	0	N	
401A Media		0	0	N	
Cafetorium		0	0	N	
Gym		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 3

#Staff Count: 0

#Children Count: 0

Comments:

In-person CAPS monitoring visit conducted with Ms. Wendy Jackson, director, on February 7, 2024. Visit began 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) out of six (6) staff members. Completed result status or separation notices are required within three (3) business days, no later than Monday, February 12, 2024. The Program is missing the facility's current Fire Marshal inspection report. Document needed within ten (10) business days, no later than Wednesday, February 21, 2024. Formal Notice Letter provided during the visit. Written Plan of Improvement due by email within ten (10) business days, no later than Wednesday, February 21, 2024.

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:** 12:45PM **Departure:** 3:15PM**EX-48586 EXMT-14004 EX-1 - Government
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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.

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 a recently completed Fire Marshal inspection building Certificate of Occupancy.

POI (Plan of Improvement)

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

Correction Deadline: 2/21/2024**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Observed approval from the Department and fire safety agencies on this date.

Comment

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

EX-HS-.M Playgrounds (CS)**Technical Assistance****Comment**

Playground observed to be clean and in good repair.

Technical Assistance

EX-HS-.M(3) - Ant mounds were observed on the playground during the visit on this date. Be mindful to request building and maintenance to treat for potential hazards. During the treatment of the areas, prohibit child access.

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

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 (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 evidence of written drills conducted within the Program 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

Age-appropriate discussion and/or redirection observed.

Comment

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

Comment

Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation (CS)

N/A

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Comment

No safe sleep policies are necessary.

Staff Records

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 six (6) 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 the Department's criminal records checks complete the assessment within three (3) business days, submit a separation notice for those employees, or submit a CAPS opt out form.

Correction Deadline: 2/12/2024

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 one (1) out of six (6) staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)

The Program will have the one (1) out of six (6) 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: 3/8/2024

EX-HS-.P Staff Training (NCP)

Not Met

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 six (6) out of six (6) 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: 3/8/2024

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

