

**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.us

(Cover Sheet)**Date:** 8/10/2023**VisitType:** EX-Monitoring**Arrival:** 11:30AM **Departure:** 2:30PM**EX-45542 EXMT-11135 EX-7 - Day camp**
Mt. Olive Community Outreach Center, Inc.1112 Inverness Road, Albany GA 31705 Dougherty
County
(229) 435-9961 leslie.heard@gmail.com**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
8/10/2023	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
1st Grade Class		0	0	Y	
2nd Grade Class		0	0	Y	
2nd Grade Class		0	0	Y	
3rd Grade Class		0	0	Y	
4th Grade Class		0	0	Y	
5th Grade Class		0	0	Y	
6th Grade Class		0	0	Y	
Cosmetology Classroom		0	0	Y	
Kindergarten Class		0	0	Y	
Step & Drill Class		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

On August 10, 2023, an in-person visit was conducted at the facility for the purpose of CAPS Health and Safety Monitoring with Mrs. Leslie Heard, Owner/Director. There were no children present. During the visit we discussed Health and Safety Protocols. After the children are dropped off, their hands are sanitized. Other handwashing/sanitation practices are completed, after eating, toileting and outside play. It was determined through the observation of records and through discussion, the program is operating as approved, however One Day and Warning letters were issued.

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:** 8/10/2023**VisitType:** EX-Monitoring**Arrival:** 11:30AM **Departure:** 2:30PM**EX-45542 EXMT-11135 EX-7 - Day camp
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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 STEM, swimming lessons, outside sports, boxing, culinary arts, cosmetology and field trips that help develop the spiritual, cultural, social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

The equipment and furniture were observed to be properly secured, as applicable.

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

It was determined through discussion that a Lifeguard is certified and present during the children's swimming lessons.

Children's Records**EX-HS-.C****Technical Assistance****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 file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

Technical Assistance

EX-HS-.C(2) - Technical Assistance was provided regarding ensuring Immunization Documents are obtained and kept in each child's record.

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 through discussion that the program's last fire inspection was conducted September 2021.

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: 10/31/2023

Facility	
EX-HS-.B	Met

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 an air hand dryer.

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

There were no hazards observed accessible to children on this date.

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

No playground with equipment is provided.

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

Comment

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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

It was determined through discussion that Medications are not dispensed.

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

Comment

It was determined that the Program provides parents a copy it's written policies and procedures.

Technical Assistance

Technical assistance was provided the importance of establishing policies, procedures and safety protocols regarding Active Shooter emergency preparedness.

EX-HS-.T Required Reporting (NCP)	Met
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Comment

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****Met****Comment**

Checklist and proper check of the children before and after field trips were discussed with the Director.

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

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

EX-HS-.R Transportation (CS)**Met****Comment**

Checklists, permission forms, emergency contact information and proper check of the attendees before and after transportation were discussed with the Owner/Director.

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 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(2) requires no staff member with an Unsatisfactory Records Check Determination may be present at a program when any child is present for care. It was determined discussion, that five (5) of the seven (7) employees have not completed Criminal Record checks through DECAL.

POI (Plan of Improvement)

The Program will ensure the employees complete the Criminal Record Checks through DECAL.

Correction Deadline: 8/15/2023**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 that six (6) out of (7) staff members have completed CPR/First Aid training.

POI (Plan of Improvement)

The Program will ensure all of their staff members complete the CPR/First Aid training.

Correction Deadline: 11/30/2023

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

It was determined through discussion all of the employees have completed the initial Health and Safety Orientation training..

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 through discussion none of the staff members have completed the annual ten (10) hours of training.

POI (Plan of Improvement)

The Program will ensure all of the staff members complete ten (10) hours of task-focused in early childhood education professional development training.

Correction Deadline: 12/29/2023

Staffing and Supervision

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

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