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: 2/8/2023 **VisitType:** EX-Monitoring **Arrival:** 1:30PM **Departure:** 4:45PM

EX-42899 EXMT-4842 EX-1 - Government
Douglas County School - Chapel Hill Elementary

4433 Coursey Lake Road, Douglasville GA 30135
Douglas County
(770) 651-3600 Quiara.Stacey@dcssga.org

Mailing Address

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868
Fax: (770) 232-1931
rosalyn.elder@decal.ga.gov

Joint with:

Compliance Zone Designation		
2/8/2023	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
Cafeteria	, Fives, Six and older	5	91	Y	
Playground		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 1 #Staff Count: 5 #Children Count: 91

Comments:
On February 8, 2023, (an in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Quiara Stacey, Site Director. During the visit we discussed the Health and Safety Protocols. After the children transition to the afterschool program, their hands are sanitized prior to the distribution of supper. Other handwashing/sanitation practices are completed, after eating and playtime. It was determined through the observation of records and through discussion, the Program is operating as approved.

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)

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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A **Met**

Comment
EX-HS-.A(1) - EX-HS-.A(1) - The Provider does ensure there is a daily prescribed program of varied and developmentally appropriate activities such as dance, chess club, arts and crafts, STEM, outdoor and gym play time that promotes the 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 secured, as applicable. The tables are wiped down and sanitized on a daily basis. Also the floors are swept and mopped prior to the children's arrival each day.

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 file also contains the Immunization records and a signature from each parent advising they are aware the program is not licensed and is not required to be licensed.

Exemptions

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

Technical Assistance
EX-HS-.X(1) - Technical assistance was provided regarding the posting of the exemption certificate and approval letter to be placed adjacent to each other and located 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 the program was unable to present a fire inspection report. The Fire Inspection was completed this week and the copy of the report will be sent to the county office and then to the school.

POI (Plan of Improvement)
The Program will send a copy of the Fire Inspection report after it has been received by the county office.

Correction Deadline: 2/8/2023

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 single-use towels.

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

Comment
The Program's facility was observed to be clean and well maintained.

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

Comment
It was determined through observation that the Playground is free of any debris and/or hazards. The Playground equipment was observed to be clean and in good repair.

Health and Hygiene

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

Comment
There are no infants enrolled, therefore the diapering process was not discussed with the Director.

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
It was determined through discussion the Program does not dispense medication.

Policies and Procedures

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

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

Comment
It was determined through the observation of records, the policy and procedures handbook also includes emergency preparedness and safety precautions for possible fire, bomb threats, dangerous intruders, as well as, tornados, etc.

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

Comment
There were no incidents or injuries that required reporting.

Safety

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

Comment
The Program does not sponsor field trips.

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
The 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, therefore 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 Director responsible for the supervision, operation, and maintenance of the program. The Site Director 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 observation of records, four (4) out of eleven employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

POI (Plan of Improvement)
The Program will ensure all staff members are finger printed and received a comprehensive satisfaction background check. A One-Day letter was issued

Correction Deadline: 2/10/2023

EX-HS-.W First Aid & CPR (NCP) **Not Met**

Finding
EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, three (3) out of 11 employees have met the standard criterion regarding the completion of CPR/First Aid training.

POI (Plan of Improvement)
The Program will ensure the staff will receive CPR/First Aid training and upon completion will send a copy of the certificate/card to the Specialist.

Correction Deadline: 4/28/2023

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

Finding
EX-HS-.P(1) 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 Health and Safety Orientation training within the first 90 days of employment. It was determined based on the review of records, ten (10) out of 11 staff members have completed the Health and Safety Orientation training.

POI (Plan of Improvement)
The Provider will ensure all employees obtain the standard requirement of completing the Health and Safety Orientation training.

Correction Deadline: 3/31/2023

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 the observation of records, none of the employees have met the the standard for completing ten (10) clock hours of annual training.

POI (Plan of Improvement)
The Program will ensure all employees obtain the standard requirement of completing ten (10) clock hours of annual training.

Correction Deadline: 4/30/2023

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.