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: 2/3/2025 **VisitType:** EX-Monitoring **Arrival:** 2:20PM **Departure:** 4:10PM

EX-42898 EXMT-4841 EX-1 - Government
Burnett Elementary (Douglas County ASP)

8277 Connally Drive, Douglasville GA 30134
Douglas County
(770) 651-3500 tiffanie.wright@dcssga.org

Mailing Address

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929
Fax: (404) 591-4949
nilia.lalin@decal.ga.gov

Joint with:

Compliance Zone Designation		
2/3/2025	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
008	, Fives, Six and older	1	10	Y	
13		0	0	Y	
Cafeteria		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 1 #Children Count: 10

Comments:
N. Lalin met with Ms. Epps-Bodrick, person in charge on this date.

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: 2/3/2025 **VisitType:** EX-Monitoring **Arrival:** 2:20PM **Departure:** 4:10PM

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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A **Met**

Comment
The program provided planned and developmentally age appropriate activities for the children.

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

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

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

Comment
Program does not provide swimming activities.

Children's Records

EX-HS-.C **Not Met**

Finding
EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child’s name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child’s primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child’s participation in the program. It was determined based on review of records that the program did not submit children's records for review.

POI (Plan of Improvement)
Program staff will develop a plan that includes how to access all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will be implemented and followed.

Correction Deadline: 2/3/2025

Exemptions

EX-HS-.X Exemption Requirements (NCP) **Met**

Comment
Observed a current fire inspection report, and the exemption approval notice and certificate posted by the main entrance.

Facility

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

Comment
The classroom used by the program appeared clean and well maintained.

EX-HS-.M Playgrounds (CS) **Not Met**

Finding
EX-HS-.M(2) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for school-age children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose a significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that all of the playground equipment still had peeling paint and all six swings had rusted chains from top to bottom.

POI (Plan of Improvement)
Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 2/13/2025

Finding
EX-HS-M(3) requires climbing and swinging equipment to have a resilient surface beneath the equipment, and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the climbing, swinging equipment, and fall zones did not have adequate resilient surface.

POI (Plan of Improvement)
The program will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 2/13/2025

Health and Hygiene

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

Comment
There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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
Medication is not dispensed

Policies and Procedures

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

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

Finding
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 did not submit evidence of documented emergency drills.

POI (Plan of Improvement)
The Program will document emergency drills as required and submit the this department during the next monitoring visit.

Correction Deadline: 2/8/2025

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 offered

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

Comment
Staff were observed to maintain an age appropriate learning environment 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 infants are enrolled.

Staff Records

EX-HS-.K **Not Met**

Finding
EX-HS-.K(1) requires the program to maintain a personnel file on the director, all employees, provisional employees, personnel, staff, students-in-training, volunteers, clerical, housekeeping, maintenance, and other support staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules, which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and, as applicable to the position held, evidence of required orientation, including date and signature of person providing the orientation; It was determined based on review of records that the program did not maintain staff records as required.

POI (Plan of Improvement)
The program will ensure that complete information is in the personnel file for all directors, employees, provisional employees, personnel, staff, students-in-training, volunteers, clerical, housekeeping, maintenance, and other support staff.

Correction Deadline: 2/8/2025

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) **Not Met**

Finding
EX-HS-.W(1) When any child is present, there must be a staff member who is trained in pediatric CPR and first aid on the premises, on any field trip, or when transporting children. . It was determined based on review of records that three out of four staff did not complete first aid and CPR certification.

POI (Plan of Improvement)
The program will develop a schedule to ensure there is always a staff person with current first aid and pediatric CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 3/5/2025

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

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 based on review of records that one out of four staff did not complete the health and safety 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: 3/5/2025

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 based on review of records that four of four 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.

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.