

**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.al.ga.gov

(Cover Sheet)**Date:** 11/9/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 4:15PM**EX-48560 EXMT-13982 EX-1 - Government
Columbus Parks & Recreation @ Dorothy Height
Elementary ASP**1458 Benning Drive, Columbus GA 31903
Muscogee County
(133) 454-0264 Thies.Samantha@columbusga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
11/9/2023	EX-Monitoring	NA	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	, Fours, Six and older	2	2	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 2

Comments:

On November 9, 2023, an in-person visit was conducted at the facility for the purpose of CAPS Health and Safety Monitoring with Ms. Joanne Franklin, Supervisor. There are a total of 10 students that participate in the program. As the students transition to the afterschool program, their hands are sanitized prior to receiving the snacks. Handwashing protocols are conducted before and after eating, as well as after toileting and outdoor play. It was determined through the observation of records and through discussion, that the Program is operating as approved.

Corrective Action Plan:No Plan Developed



Please refer the website, <http://www.dec.al.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@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:** 11/9/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 4:15PM**EX-48560 EXMT-13982 EX-1 - Government
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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 ensure there is a daily prescribed program of varied and developmentally appropriate activities such as arts & craft, board games, puzzles, and outside play that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff also provide 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. The staff does ensure that the tables and chairs are wiped down 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**

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 and contact information of individuals that are authorized to pick up the child, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. It was determined through discussion the Provider does maintain a copy of the Immunization Records for each child.

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

Facility

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. The number of toilets and sinks are more than sufficient for children to have access.

Comment

Program appears clean and well maintained.

Comment

The Playground was observed to be clean and in good repair. It is enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene

Comment

No diapered children are enrolled.

Comment

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

Comment

The Program does not dispense medication.

Policies and Procedures

Comment

It was determined that the Program does provide the parents with it's written policies and procedures.

Comment

Observed evidence of documents that record the drills for fire and tornados are conducted on a monthly basis.

Comment

There were no incidents or injuries that required reporting.

Safety

Comment

The Program does not sponsor field trips.

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

It was determined through discussion that age-appropriate discipline is communicated to staff on this date. Also the Program has a written discipline policy that states the staff will help children to resolve any conflicts and concerns through discussion and consequences.

EX-HS-.R Transportation (CS)	N/A
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Comment

The Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	N/A
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Comment

No infants are enrolled.

Staff Records

EX-HS-.K	Met
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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
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Comment

EX-HS-.N(1) - The Supervisor is responsible for the supervision, operation, and maintenance of the program. The Supervisor 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. Typically there are always two (2) staff members present every day.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)	Met
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Comment

Criminal record checks were observed to be complete.

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

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, all of the employees have met the standard criterion regarding the completion of CPR/First Aid training.

EX-HS-.P Staff Training (NCP)	Met
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Comment

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 by the observation of records, all of the employees have completed the annual ten (10) clock hours of training.

Comment

EX-HS-.W(1) All 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 nine (9) out of 28 staff members have completed the Health and Safety Orientation training. All of the employees are compliant and have completed the Health and Safety Orientation training,

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.