

**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:** 11/6/2023**VisitType:** EX-Monitoring**Arrival:** 1:15PM**Departure:** 3:30PM**EX-42894 EXMT-4837 EX-1 - Government  
Arbor Station Elementary (Douglas County  
School ASP)**9999 Parkway South, Douglasville GA 30135  
Douglas County  
(770) 651-3000 gina.albanese@dcssga.org**Mailing Address**

Same

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.gov

Joint with:

| <b>Compliance Zone Designation</b> |               |            | <b>Prevention Action Category</b> | <b>Intermediate Action Category</b> | <b>Dismissal Action Category</b> |
|------------------------------------|---------------|------------|-----------------------------------|-------------------------------------|----------------------------------|
| 11/6/2023                          | EX-Monitoring | Prevention | <b>Prevention Level 1 (P1)</b>    | <b>Intermediate Level 1 (I1)</b>    | <b>Dismissal (D)</b>             |
|                                    |               |            | Technical Assistance              | Corrective Action Plan              | Dismissal                        |
|                                    |               |            |                                   | Office Conference                   | Disqualification                 |
|                                    |               |            | <b>Prevention Level 2 (P2)</b>    | <b>Intermediate Level 2 (I2)</b>    |                                  |
|                                    |               |            | Citation                          | Fine (Level 1 or 2)                 |                                  |
|                                    |               |            | Plan of Improvement               |                                     |                                  |
|                                    |               |            | <b>Prevention Level 3 (P3)</b>    | <b>Intermediate Level 3 (I3)</b>    |                                  |

**Staff: Child Ratios**

| <b>Room Description</b>                      | <b>Age Groups</b>      | <b>Staff Count</b> | <b>Children Count</b> | <b>State Ratio Met</b> | <b>Notes</b> |
|----------------------------------------------|------------------------|--------------------|-----------------------|------------------------|--------------|
| 110                                          |                        | 0                  | 0                     | Y                      |              |
| Cafe 400                                     | , Fives, Six and older | 4                  | 63                    | Y                      |              |
| Gym                                          |                        | 0                  | 0                     | Y                      |              |
| Playground Kindergarten through second grade |                        | 0                  | 0                     | Y                      |              |
| Playground third through fifth grade         |                        | 0                  | 0                     | Y                      |              |

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 63

**Comments:**

A CAPS Monitoring Visit was completed on November 6, 2023. The Specialist met with program's director, Ms. Albanese and program assistant director, Ms. Vela.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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](mailto: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:** 11/6/2023**VisitType:** EX-Monitoring**Arrival:** 1:15PM**Departure:** 3:30PM**EX-42894 EXMT-4837 EX-1 - Government  
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Joint with:

**The following information is associated with a Exemption Monitoring:****Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

A variety of equipment and toys were observed throughout the Program.

**Comment**

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.

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

Observed the exemption certificate and letter posted by the program's main entrance and children's immunization records can be accessed by ASP director, Ms. Albanese.

**Technical Assistance**

The director reported that the school did not pass the last fire inspection conducted the first week in October 2023 and follow up is needed by the fire marshal. TA provided to follow up and comply with the fire marshal guidelines.

**Facility****EX-HS-.L Physical Plant (NCP)****Technical Assistance****Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children. Brooms and dusting pans observed in the cafeteria.

**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 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 the blue sliding board in the 3rd to 5th grade playground had a hole with a piece of the plastic material poking out posing a risk of injury to children.

**POI (Plan of Improvement)**

The Program will not allow children to use the blue sliding board until it's repaired or replaced.

**Correction Deadline: 11/16/2023**

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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

N/A

**Comment**

No diapered children are enrolled.

**EX-HS-.H Hygiene (NCP)**

Met

**Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed. The provider reported that children and staff wash their hands at arrival, before and after snacks, and outdoor play.

**EX-HS-.I Medications (CS)**

N/A

**Comment**

Medication is not dispensed

|                                |
|--------------------------------|
| <b>Policies and Procedures</b> |
|--------------------------------|

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

Technical Assistance

**Technical Assistance**

TA provided to maintain completed fire drills documentation.

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

Met

**Comment**

There were no incidents or injuries that required reporting.

|               |
|---------------|
| <b>Safety</b> |
|---------------|

**EX-HS-.S**

N/A

**Comment**

No field trips are offered

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

Met

**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

EX-HS-.V Safe Sleeping and Resting Requirements (CS)

N/A

**Comment**

No infants are enrolled.

## Staff Records

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

Met

**Comment**

Criminal record checks are not required for Exemption Category

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

Met

**Comment**

Observed evidence of staff training in CPR and first aid on this date.

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 two out of ten staff did not complete 10 hours of ongoing training.

**POI (Plan of Improvement)**

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

**Correction Deadline: 12/6/2023**

## Staffing and Supervision

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

Met

**Comment**

Program observed to maintain appropriate staff: child ratios.