

**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:** 5/13/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:00PM**EX-42893 EXMT-4836 EX-1 - Government
Annette Winn Elementary (Douglas County
School ASP)**10521 Veterans Memorial Hwy, Lithia Springs GA
30122 Douglas County
(770) 651-2329 shontel.miller@dcssga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/13/2024	EX-Monitoring	Intermediate	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
Cafeteria		0	0	Y	
Gym	, Six and older	3	23	Y	Sitting on the floor in a circle eating a snack.
Room 207		0	0	Y	
Room 210		0	0	Y	
Room 211		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 23

Comments:

On May 13, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Cydni Jackson, Director. The children's hands are washed/sanitized before & after eating, after toileting and physical play. It was determined through discussion, the Program is operating as approved.

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.

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:** 5/13/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:00PM**EX-42893 EXMT-4836 EX-1 - Government**
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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) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, arts and crafts, technology enrichment, game day, outdoor and indoor playtimes that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child.

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)**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, sex, 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.

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 approval letter and certificate to be placed in a prominent area.

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 based on the review of records, the last fire inspection was completed June 9, 2022.

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: 8/1/2024

Facility

EX-HS-.B	Met
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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
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Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)	Met
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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

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

No medications are dispensed.

Policies and Procedures

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

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

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	N/A
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Comment

The Program does not sponsor field trips.

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

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

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 Director is responsible for the supervision, operation, and maintenance of the program. The 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
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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 review of records, one (1) of the five (5) staff members have not completed the Criminal Record Checks through DECAL.

POI (Plan of Improvement)

The Program will ensure the staff member completes the Criminal Record Check through DECAL.

Correction Deadline: 5/16/2024

EX-HS-.W First Aid & CPR (NCP)	Not Met
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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 by the review of records, two (2) of the five (5) staff members have not completed CPR/First Aid training.

POI (Plan of Improvement)

The Program will ensure all of the staff members have completed CPR/First Aid training.

Correction Deadline: 8/1/2024

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 by the review of records, three (3) of the five (5) staff members have not completed the Health and Safety training.

POI (Plan of Improvement)

The Program will ensure all of the staff members complete the Health and Safety training.

Correction Deadline: 8/1/2024

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 by the observation of records, five (5) of the (5) staff members have not completed the Annual 10 hours of training.

POI (Plan of Improvement)

The Program will ensure that every staff member completes the Annual 10 hours of training.

Correction Deadline: 12/31/2024

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.