

**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:** 2/2/2023**VisitType:** EX-Monitoring**Arrival:** 2:30PM**Departure:** 4:30PM**EX-42919 EXMT-4863 EX-1 - Government  
Winston Elementary (Douglas County School  
ASP)**13691 Veterans Memorial Hwy, Winston GA 30187  
Douglas County  
(770) 651-4700 kacia.thompson@dcssga.org**Mailing Address**

Same

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

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> |
|------------------------------------|---------------|------------|-----------------------------------|-------------------------------------|----------------------------------|
| 2/2/2023                           | 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**

| Room Description | Age Groups             | Staff Count | Children Count | State Ratio Met | Notes |
|------------------|------------------------|-------------|----------------|-----------------|-------|
| 501              |                        | 0           | 0              | Y               |       |
| 504              |                        | 0           | 0              | Y               |       |
| Cafeteria        | , Fives, Six and older | 2           | 33             | Y               |       |
| Playground       |                        | 0           | 0              | Y               |       |

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 33

**Comments:**

A CAPS Monitoring Visit was completed on February 2, 2023. The Specialist met with Zachary, program director. Amendments to change the ages of children served and months of operation are required by February 6, 2023. The visit report and resources were reviewed and emailed to the provider.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.state.ga.us/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](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:** 2/2/2023**VisitType:** EX-Monitoring**Arrival:** 2:30PM**Departure:** 4:30PM**EX-42919 EXMT-4863 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 school age activities were observed throughout the Program.

**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)****Not Met****Comment**

The Exemption letter and certificate were observed posted by the program's main entrance and evidence of monthly fire drill was also observed on this day. Program had access to children Immunizations records.

**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 review of record that the program did not submit a fire inspection report.

**POI (Plan of Improvement)**

The Program will submit to the department a fire inspection report within 30 business days.

**Correction Deadline: 2/2/2023****Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Program appears clean and well maintained.

**EX-HS-.M Playgrounds (CS)****Not Evaluated****Comment**

Playground not observed on this date due to inclement weather.

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

No diapered children are enrolled.

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|                               |            |
|-------------------------------|------------|
| <b>EX-HS-.H Hygiene (NCP)</b> | <b>Met</b> |
|-------------------------------|------------|

**Comment**

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

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|----------------------------------|------------|
| <b>EX-HS-.I Medications (CS)</b> | <b>N/A</b> |
|----------------------------------|------------|

**Comment**

Medication is not dispensed

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

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|                                                             |            |
|-------------------------------------------------------------|------------|
| <b>EX-HS-.J Operational Policies &amp; Procedures (NCP)</b> | <b>Met</b> |
|-------------------------------------------------------------|------------|

**Comment**

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

**Comment**

Observed the Program's written emergency plan on this date.

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|                                          |                      |
|------------------------------------------|----------------------|
| <b>EX-HS-.T Required Reporting (NCP)</b> | <b>Not Evaluated</b> |
|------------------------------------------|----------------------|

**Comment**

There were no incidents or injuries that required reporting.

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

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|                 |            |
|-----------------|------------|
| <b>EX-HS-.S</b> | <b>N/A</b> |
|-----------------|------------|

**Comment**

No field trips are offered

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|---------------------------------|------------|
| <b>EX-HS-.E Discipline (CS)</b> | <b>Met</b> |
|---------------------------------|------------|

**Comment**

Staff were observed to maintain an age appropriate learning environment on this date.

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|                                     |            |
|-------------------------------------|------------|
| <b>EX-HS-.R Transportation (CS)</b> | <b>N/A</b> |
|-------------------------------------|------------|

**Comment**

Program does not provide routine transportation.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

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|                                                             |            |
|-------------------------------------------------------------|------------|
| <b>EX-HS-.V Safe Sleeping and Resting Requirements (CS)</b> | <b>N/A</b> |
|-------------------------------------------------------------|------------|

**Comment**

No infants are enrolled.

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

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|                                                                           |            |
|---------------------------------------------------------------------------|------------|
| <b>EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)</b> | <b>Met</b> |
|---------------------------------------------------------------------------|------------|

**Comment**

Criminal record checks were observed to be complete.

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|                                           |            |
|-------------------------------------------|------------|
| <b>EX-HS-.W First Aid &amp; CPR (NCP)</b> | <b>Met</b> |
|-------------------------------------------|------------|

**Comment**

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

**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 one of five staff did not complete 10 hours of annual training.

**POI (Plan of Improvement)**

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

**Correction Deadline: 3/4/2023**

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

Met

**Comment**

Adequate supervision observed on this date.