

**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:** 8/16/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 3:45PM**EX-44267 EXMT-14075 EX-1 - Government
Columbus Parks & Recreation Community
Schools - Waddell Elementary**6101 Miller Road, Columbus GA 31907 Muscogee
County
(706) 225-4658 thies.samantha@columbusga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
8/16/2023	EX-Monitoring	Prevention	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, Fives, Six and older	2	25	Y	
Gym		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 25

Comments:

On August 16, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Mr. Victor Ellis, Site Coordinator. During the visit we discussed the Health and Safety Protocols. After the children transition to the afterschool program, their hands are washed/sanitized prior to the distribution of snacks. Other handwashing/sanitation practices are completed, after toileting and outside play. There was a total of 25 children present. It was determined through the observation of records and through discussion, the Program is operating as approved.

Corrective Action Plan:Developed This Date



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:** 8/16/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 3:45PM**EX-44267 EXMT-14075 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 STEM, board games, homework assistance, legos, and outdoor play that promote the social, emotional, physical, cognitive, language and literacy development of each child. The Staff provides 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. All chairs, tables and equipment 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 both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Not Met****Technical Assistance**

EX-HS-.X(1) - Technical Assistance was provided regarding the posting of the approval letter to be posted adjacent to exemption certificate.

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 discussion a fire inspection was completed however not presented during the visit.

POI (Plan of Improvement)

The Program has contacted the fire marshal's office and will send a copy of the inspection report to the Specialist.

Correction Deadline: 8/21/2023

Facility

EX-HS-.B **Met**

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**

Comment

There were no hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS) **Met**

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**

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.

EX-HS-.I Medications (CS) **N/A**

Comment

Medications are not dispensed

Policies and Procedures

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

Comment

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

Comment

It was determined through discussion and observation, the program does have evidence of written policies and procedures that describe emergency preparedness in regards to the execution of monthly fire drills inclusive of lockdown and severe weather.

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

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)	Met
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Comment

No safe sleep policies are necessary.

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. The files are maintained and kept through the administrative office.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation and maintenance of the program. The Site Coordinator is on the premises and if absent from the program 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)	Met
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Comment

It was determined through the review of records, that criminal record checks were observed to be complete for all of the staff members.

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, four (4) out of four (4) 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

It was determined by the review of records Health and Safety Orientation training have been completed by all staff on this date.

Comment

It was determined by the review of records, the annual ten (10) hours of training have been completed by all staff members on this date.

Staffing and Supervision

Comment

Adequate supervision observed on this date.