**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.decal.ga.gov

**(Cover Sheet)**

**Date:** 12/16/2022 **VisitType:** EX-Monitoring **Arrival:** 2:00PM **Departure:** 4:15PM

**EX-42741 EXMT-12566 EX-1 - Government**
**Cobb County District ASP – Smyrna Elementary School**

1099 Fleming Street, Smyrna GA 30080 Cobb County
(678) 842-6741 Anayansi.riley@cobbk12.org

**Mailing Address**

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929
Fax: (404) 591-4949
nilia.lalin@decal.ga.gov

Joint with:

| Compliance Zone Designation | | |
|---|---|---|
| 12/16/2022 | EX-Monitoring | Prevention |

| Prevention Action Category | IntermediateAction Category | Dismissal Action Category |
|---|---|---|
| **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 |
|---|---|---|---|---|---|
| 1167 | , Six and older | 2 | 2 | Y | Second Special Needs Room |
| 1169 | | 0 | 0 | Y | |
| 1170 | | 0 | 0 | Y | |
| 1203 | , Six and older | 2 | 21 | Y | |
| 1207 | , Six and older | 2 | 27 | Y | Children were watching a movie. |
| 1211 | , Six and older | 1 | 1 | Y | First Special Needs Room |
| Cafeteria | , Six and older | 30 | 38 | Y | |
| Gym | , Six and older | 3 | 14 | Y | |
| Playground 1 | | 0 | 0 | Y | |
| Playground 2 | | 0 | 0 | Y | |

Group Sizes Met? Y Total # Non-Care Staff Present: 1 #Staff Count: 40 #Children Count: 103

Comments:
A CAPS Monitoring Visit was completed on December 16, 2022. Provider was operating within the exemption guidelines.

Corrective Action Plan:No Plan Developed

Please refer the website, http://www.decal.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@decal.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)

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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 was observed throughout the Program. The after school program is located inside a public school.

**EX-HS-.Q Swimming Pools & Water-related Activities (CS)** **Met**

**Comment**
Program does not provide swimming activities.

## Exemptions

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

**Comment**
Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date. The Exemption letter and certificate were also observed posted by the program's main entrance. Provider also reported having access to the children's immunization records.

## Facility

**EX-HS-.L Physical Plant (NCP)** **Met**

**Comment**
No hazards observed accessible to children on this date.

**Comment**
Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

**Comment**
Program appears clean and well maintained.

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

**Comment**
Playground observed to be clean and in good repair.

## Health and Hygiene

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

**Comment**
Staff state proper knowledge of diapering procedures. One diapered child enrolled.

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

**Comment**
Hand washing was not observed during the visit but proper hand washing rules were discussed. Hand sanitizer was also observed through the program.

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

**Comment**
Medication is not dispensed

## Policies and Procedures

**EX-HS-.J Operational Policies & Procedures (NCP)** **Not Met**

**Finding**
EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of documentation that the program had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

**POI (Plan of Improvement)**
The Program will establish and implement policies and procedures that will include components in in letters a,b, c, d, f, and g.

**Correction Deadline: 12/21/2022**

**EX-HS-.T Required Reporting (NCP)** **Not Evaluated**

**Comment**
There were no incidents or injuries that required reporting.

## Safety

**EX-HS-.S** **N/A**

**Comment**
No field trips are offered

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

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

**Comment**
Staff were observed to maintain an age appropriate learning environment 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 were observed to be complete.

**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)** **Met**

**Comment**
Observed initial orientation for all staff on this date.

**Comment**
Observed training for all staff members on this date.

## Staffing and Supervision

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

**Comment**
Adequate supervision observed on this date.

**Comment**
Program observed to maintain appropriate staff: child ratios.