

**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:** 9/24/2025**VisitType:** EX-CAPS-Monitoring**Arrival:** 2:50PM**Departure:** 5:10PM**EX-43894 EXMT-6401 EX-1 - Government
DeKalb County Schools ASED - Kingsley**2051 Brendon Drive, Dunwoody GA 30338 DeKalb
County**Mailing Address**

Same

Exemption Unit Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.malone@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
9/24/2025	EX-CAPS-Monitoring	NA	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)	

Comments:

Please refer to the Exemption page of the website, <https://www.decal.ga.gov/CCS/Exemptions.aspx> for information regarding 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

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the user id for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific standard number(s) that you are refuting, add the reason for disagreement regarding the standard citation, and upload supporting documentation.
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

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The following information is associated with a EX-CAPS-Monitoring:**Activities and Equipment****EX-HS-.A Activities****Met****Comment**

EX-HS-.A - Activities appropriate

EX-HS-.F Equipment & Toys**Met****Comment**

EX-HS-.F - Observed-Variety Throughout Program.

EX-HS-.Q Swimming Pools & Water-related Activities(CS)**N/A****Comment**

EX-HS-.Q - No Swimming Activities Provided

Children's Records**EX-HS-.C Children's Records****Technical Assistance****Technical Assistance**

EX-HS-.C(2) - The director will ensure that the program has access to children's immunizations records and keep evidence of the records on file for review by the Department.

Exemptions**EX-HS-.X Exemption Requirements****Met****Comment**

EX-HS-.X - Compliance observed - zoning, fire safety

Facility**EX-HS-.B Bathrooms****Met****Comment**

EX-HS-.B - Toilets and sinks available

EX-HS-.L Physical Plant(CS)**Met****Comment**

EX-HS-.L - Zoning, fire, building approvals observed

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

EX-HS-.M - Observation-Clean/Good Repair

Health and Hygiene

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

EX-HS-.U - No diapered children enrolled

EX-HS-.H Hygiene	Met
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Comment

EX-HS-.H - Hand washing not observed - hand washing discussed

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

EX-HS-.I - Medication not dispensed

Policies and Procedures	
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EX-HS-.J Operational Policies & Procedures	Met
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Comment

Observed evidence of written policies and procedures that describe the Program's operations on this date.

EX-HS-.T Required Reporting	Met
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Comment

EX-HS-.T - No incidents/injuries requiring reporting

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

EX-HS-.E - Observed Age appropriate learning environment

EX-HS-.S Field Trips	N/A
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Comment

EX-HS-.S - No field trips

EX-HS-.R Transportation(CS)	N/A
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Comment

EX-HS-.R - No Routine Transportation Provided

Sleeping & Resting Equipment	
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EX-HS-.V Safe Sleeping and Resting Requirements(CS)	N/A
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Comment

EX-HS-.V - No infants enrolled

Staff Records	
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Records Reviewed: 6	Records with Missing/Incomplete Components: 1
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Staff # 6	Not Met
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"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

EX-HS-.D Criminal Records and Comprehensive Background Checks(CS)	Not Met
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Finding

EX-HS-.D(1) - requires valid evidence of a satisfactory Fingerprint Records Check Determination be maintained at the Program for every actual and potential Director, Employee, and Provisional Employee. It was determined based on a review of records that one of ten staff members was not ported under the EX number. The criminal background check for staff member #6 was not expired, however it was not ported within the portability date as required.

POI (Plan of Improvement)

The program will ensure that every employee has a valid and current satisfactory Comprehensive Records Check Determination letter on file and maintained prior to being present at the program while any child is present for care, or before an individual age 17 or older. All files and criminal background checks will be reviewed on the follow up visit.

Correction Deadline: 10/31/2025

EX-HS-.W First Aid & CPR**Met****Comment**

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

EX-HS-.G First Aid & CPR(CS)**Not Met****Finding**

EX-HS.G(1)(a-b) requires (a) all Staff who provide direct care to children must obtain certification in a biennial training program in pediatric cardiopulmonary resuscitation (CPR) and a triennial training program in pediatric first aid within the first 45 days of employment. Current and valid evidence of the successful completion of such training shall be maintained on the Program's premises. The hours obtained completing this certification will not count towards the required annual training hours.

(b) The 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. It was determined based on a review of records that zero of ten staff members did not complete Pediatric CPR and First Aid training as required.

POI (Plan of Improvement)

The Program will ensure all Staff that provide direct care to children obtain pediatric CPR and first aid training within the first 45 days of employment. The training shall be maintained on the Program's premises and must be completed by a certified or licensed health care professional or trainer that deal with the provisions of emergency care to infants and children. develop a schedule to ensure there is always a staff person with current first aid and pediatric CPR training present, and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and pediatric CPR training by the specified date. All staff files including CPR and First Aid training will be reviewed on the follow up visit.

Correction Deadline: 10/31/2025

EX-HS-.K Personnel Records**Met****Comment**

EX-HS-.K - Personnel Records maintained

EX-HS-.N Staff Requirements**Met****Comment**

EX-HS-.N - Director available

EX-HS-.P Staff Training**Not Met****Finding**

EX-HS.P(1) requires that prior to assignment to children or tasks, all employees (i.e., volunteers, students-in-training, independent contractors, etc.) and provisional employees must receive initial center program orientation. It was determined based on a review of records that zero of ten staff members did not complete initial documentation training as required.

POI (Plan of Improvement)

The Program will develop and provide orientation for all new Staff prior to their assignment to children or task. All files including trainings will be reviewed at the follow up visit.

Correction Deadline: 10/31/2025

Finding

EX-HS-P(3)(a-k) requires each staff member with direct care responsibilities to complete health and safety training and Health and Safety Orientation training. Each staff member with direct care responsibilities shall complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics:

- (a) prevention and control of infectious diseases (including immunization)
- (b) prevention of sudden infant death syndrome and use of safe sleeping practices;
- (c) administration of medication, consistent with standards for parental consent;
- (d) prevention of and response to emergencies due to food and allergic reactions;
- (e) building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
- (f) prevention of shaken baby syndrome, abusive head trauma and child maltreatment;
- (g) emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility);
- (h) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
- (i) precautions in transporting children;
- (j) recognition and reporting of child abuse and neglect: and
- (k) child development to include all major domains: cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; and approaches to play and learning. It was determined based on a review of records that eight of ten staff members could not provide evidence of completion of Health and Safety training as required within 90 days of the hire date.

POI (Plan of Improvement)

The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates. All staff files including training will be reviewed at the follow up visit.

Correction Deadline: 10/31/2025

Staffing and Supervision

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

Met

Comment

EX-HS-.O - Observed-Appropriate Staff: Child Ratios