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: 4/12/2022 **VisitType:** EX-Monitoring **Arrival:** 1:20PM **Departure:** 2:40PM

EX-45419 EXMT-10781 EX-1 - Government
DeKalb County Schools ASEDP - Chapel Hill

3536 Radcliffe Boulevard, Decatur GA 30034
DeKalb County
(678) 676-0904 Deborah_Moore-Sanders@dekalbschoolsga.org

Mailing Address

1701 Mountain Industrial Boulevard, GA 30083

Regional Consultant

Keia Cole

Phone: (678) 717-5146
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Joint with:

Compliance Zone Designation		
4/12/2022	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
Gym		0	0	Y	All age groups. Exercise and instructional activities.
Library		0	0	Y	All age groups. Tech work and reading.
Lunch Assembly		0	0	Y	All age groups. Snack and attendance.
Room 123		0	0	Y	3rd - 5th graders. Homework and reading.
Room 130		0	0	Y	K through 2nd graders. Homework and reading.
Room 131		0	0	Y	All age groups. Homework and reading.
STEM Lab		0	0	Y	All age groups. STEM Activities.

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 0 #Children Count: 0

Comments:
In-person CAPS monitoring visit conducted with Mr. Quincy Wright, Program on-site director, on March 23, 2022. The Program is currently operating within the parameters set forth by the approval conditions under Category 1. Administrative Review completed on April 12 ,2022.

Corrective Action Plan:Developed This Date

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 Maximus or the CAPS 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).

Director/Person-in-charge Signature______________________________

Printed Name____ Date_____________________

Specialist Signature____ Date_____________________

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(Summary Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS) **Met**

Comment
A variety of equipment and toys were observed throughout the Program.

Comment
Equipment and furniture observed to be properly secured, as applicable.

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

Comment
Program does not provide swimming activities.

Children's Records

EX-HS-.C **Not Met**

Finding
EX-HS-.C(2) requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was determined based on review of records that the Program did not have copies of immunization records.

POI (Plan of Improvement)
The Program will obtain and maintain immunization records for children participating in the activity for future Department review.

Correction Deadline: 4/22/2022

Exemptions

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

Finding
EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation on this date that the Program did not have the Exemption approval letter posted, only the Exemption certificate.

POI (Plan of Improvement)
The Program will ensure that both the Exemption approval letter and certificate are posted in a prominent area near the front entrance of the facility.

Correction Deadline: 4/12/2022

Technical Assistance
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 records that the Program did not have a recent Fire Marshal inspection report. Observed and provided report was last dated for March 4, 2021, of which has expired. It was recommended to the director of the Program to contact the Fire Marshal in order to update the last inspection.

Facility

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

Comment
Please be mindful to keep items that pose a hazard inaccessible to children.

EX-HS-.M Playgrounds (CS) **Not Met**

Technical Assistance
EX-HS-.M(1) - requires that playgrounds be protected from traffic or other hazards by a 4 four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was stated by the Program director that staff members are staged in various areas for protection due to open areas. It was recommended to continue adequate staffing while children access the playground area.

Finding
EX-HS-.M(3) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation several ant mounds on the open field areas in front of the playground equipment. If stepped on by a child accessing the playground equipment, this could cause injury or harm.

POI (Plan of Improvement)
The Program will alert the school principal about the ant mounds for immediate treatment.

Correction Deadline: 4/12/2022

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
Medication is not dispensed

Policies and Procedures

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

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.

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 records that the Program's policy did not contain contagious illness notification procedures, prevention of allergic reaction procedures, disposal of hazardous materials practices, or the recognition and reporting of child abuse and neglect protocol. The Program did not submit a current fire and safety drill inspection report.

POI (Plan of Improvement)
The Program will add all necessary content to the operational procedures manual. The Program will conduct all drills and maintain record of those drills for future Department review.

Correction Deadline: 4/17/2022

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

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
Observed age-appropriate discipline policies 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.

Comment
No safe sleep policies are necessary.

Staff Records

Records Reviewed: 8	Records with Missing/Incomplete Components: 8

Staff # 1 — Not Met

Date of Hire: 01/08/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 2 — Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 3 — Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 4 — Not Met

Date of Hire: 08/12/2015

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 5 — Not Met

Date of Hire: 08/17/2015

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 6 — Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 7 — Not Met

Date of Hire: 08/03/1992

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 8 — Not Met

Date of Hire: 08/02/2004

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

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

Finding

EX-HS-.D(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director, each all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined based on review of records on this date that one (1) out of eight (8) staff members did not have evidence of the Department’s completed criminal records check.

POI (Plan of Improvement)
The Program will have the staff member(s) missing criminal records checks complete the assessment within three (3) business days or submit a separation notice for those employees.

Correction Deadline: 3/28/2022

EX-HS-.W First Aid & CPR (NCP) **Not Met**

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 based on review of records that eight (8) out of eight (8) staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program will have the eight (8) out of eight (8) staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 5/12/2022

EX-HS-.P Staff Training (NCP) **Not Met**

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 based on review of records that eight (8) out of eight (8) staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)
The Program will have the eight (8) out of eight (8) staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 5/12/2022

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 seven (7) out of eight (8) staff members did not have evidence of ten (10) additional hours of child related task focused training.

POI (Plan of Improvement)
The Program will comply with ten (10) additional hours of child related task focused training. The Program will maintain copies of all annually completed training certificates for future review by the Department.

Correction Deadline: 5/12/2022

Staffing and Supervision

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

Comment
There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.