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: 7/17/2024 **VisitType:** EX-Monitoring **Arrival:** 10:00AM **Departure:** 12:20PM

EX-51387 EXMT-16442 EX-7 - Day camp
Georgia Elite Taekwondo

4325 Jonesboro Road, Forest Park GA 30297
Clayton County
(404) 490-2773 georgiaelitetkd@gmail.com

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
Fax: (770) 342-7801
keia.cole@decal.ga.gov

Joint with:

Compliance Zone Designation		
7/17/2024	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
Main Room	, Six and older	1	5	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 1 #Children Count: 5

Comments:
In-person CAPS monitoring visit conducted with Ms. Makesha Yarbrough, owner, on July 17, 2024. The Program has been advised to submit an amendment for changes in ages of children served. The completed amendment and supporting documents are due no later than Monday, July 22, 2024, through the DECAL KOALA provider portal. The Program is missing the facility's current Fire Marshal inspection report. Document needed within ten (10) business days, no later than Wednesday, July 31, 2024.

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 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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Comment
It was observed throughout the Program that all areas used by the participants appeared to be clean and maintained.

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**

Technical Assistance
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 observed that the Program did not have access to children's immunization records during the visit. It was advised that all children's files and the mandatory documents be accessible for review by the Department during inspections.

Finding
EX-HS-.C(4) requires the Program to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on observation that the Program did not have verification of daily arrival and departure records.

POI (Plan of Improvement)
The Program will complete and maintain daily arrival and departure records for at a minimum of 12 months. This will be inspected during the next visit.

Correction Deadline: 7/17/2024

Exemptions

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

Technical Assistance
EX-HS-.X(2) - requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. The Program has been reminded to have all families sign and date the notice of exemption language and maintain this information in all children's records.

Technical Assistance
EX-HS-.X(3) - requires the program to meet the criteria for the exemption granted. The Program has been advised to submit an amendment for ages of children served and months of operation no later than Monday, July 22, 2024.

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 records that the Program did not have evidence of a recent Fire Marshal inspection available for review during the visit.

POI (Plan of Improvement)
The Program shall contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports and/or documents for future inspections. This will be inspected during the next visit.

Correction Deadline: 7/17/2024

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) **N/A**

Comment
No playground provided

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) **Technical Assistance**

Technical Assistance
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 stated by the owner that the Program handbook does not contain the required materials. It has been advised to add all required information listed above to the handbook. Owner has agreed.

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

Comment
There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **Not Met**

Finding
EX-HS-.S(1) requires Program Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined based on review of records that the Program did not have written permission from families to transport children.

POI (Plan of Improvement)
The Program will obtain and maintain written permission forms from families to transport children. This will be inspected during the next visit.

Correction Deadline: 7/17/2024

Technical Assistance
EX-HS-.S(2) - requires Program Staff to leave a list of children and adults participating in the trip at the Program and to take the same list on the trip in the possession of the adult in charge of the trip. It has been advised that the Program complete and maintain a list of all children and staff leaving the facility for field trips.

Technical Assistance
EX-HS-.S(3) - requires Program Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Program uses in the area where the Program is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Program as well as taken on the trip in the possession of the adult in charge of the trip. It was advised that the Program complete and maintain emergency medical information for each child being transported during field trips.

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

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

Comment
Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation (CS) **Not Met**

Finding
EX-HS-.R(1)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Program or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on observation that the Program vehicle did not have an annual safety inspection check.

POI (Plan of Improvement)
The Program will complete the annual vehicle inspection and maintain the report for the Department to review. This will be inspected during the next visit.

Correction Deadline: 8/2/2024

Finding
EX-HS-.R(6) requires written Parental authorization for routine transportation provided by or on behalf of the Program. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on observation that the Program did not obtain transportation authorization forms from families.

POI (Plan of Improvement)
The Program will have all families sign and date a transportation authorization form and maintain the form for future Department inspections. This will be inspected during the next visit.

Correction Deadline: 7/25/2024

Technical Assistance
EX-HS-.R(7)(b) - requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Program uses in the area where the Program is located and the telephone numbers where the Parent(s) can be reached. It was determined that the Program did not have emergency medical information on the vehicle during transportation. It has been advised that the Program will maintain a copy of all emergency medical information for all children being transported.

Finding
EX-HS-.R(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Program. It was determined based on observation that the Program did not have an account record for each child on a checklist of arrival and departure in transportation.

POI (Plan of Improvement)
The Program will complete and maintain an arrival and departure checklist for children in transport. This will be inspected during the next visit.

Correction Deadline: 7/18/2024

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

EX-HS-.K **Technical Assistance**

Technical Assistance
EX-HS-.K(1) - requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation. It was recommended to the director on this date to develop a binder for staff personnel information. This binder would contain employment applications, completed training certificates, criminal background check determination letters, and copies of completed CPR and first aid certificate verification.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) **Met**

Comment
Criminal record checks were observed to be complete for five (5) out of five (5) staff members.

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

Finding
EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that five (5) out of five (5) staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program shall have the five (5) out of five (5) staff members complete pediatric CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department. This will be inspected during the next visit.

Correction Deadline: 8/16/2024

EX-HS-.P Staff Training (NCP) **Technical Assistance**

Technical Assistance
EX-HS-.P(1) - requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was recommended during the visit on this date that the Program have all current and new employees sign a document indicating the completion of the Program's initial orientation training. This document should be added to all staff members’ personnel records.

Technical Assistance
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 stated by the Program that they were not aware of the health and safety orientation training. Guidance and resources were provided to the owner during the visit on this date. It was explained on this date that any future non-compliance with this code would be cited as a violation.

Technical Assistance
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 stated by the Program that they were not aware of the ten (10) hours of additional child-related training. Guidance and resources were provided to the owner during the visit on this date. It was explained on this date that any future non-compliance with this code would be cited as a violation.

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

Comment
Adequate supervision observed on this date.