

**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.state.ga.gov

(Cover Sheet)**Date:** 9/25/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:45PM**EX-44599 EXMT-7815 EX-1 - Government
Calhoun City Schools - Calhoun Elementary
KEEP Program**101 Raymond King Drive, Calhoun GA 30701
Gordon County
(706) 629-6788 coombep@calhounschoools.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/25/2024	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 (Level 1 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
151	, Six and older	0	16	Y	
Art Room		0	0	Y	
Cafeteria	, Six and older	2	18	Y	
Gym	, Six and older	2	38	Y	
Playground		0	0	Y	
Playground 1st to 2nd Gr.		0	0	Y	
Room 143	, Six and older	2	28	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 6

#Children Count: 100

Comments:

The Specialist met with Ms. Evans, program director, for the purpose of completing a CAPS Monitoring Visit.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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:** 9/25/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:45PM**EX-44599 EXMT-7815 EX-1 - Government
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Joint with:

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

Observed the children engaged in age appropriate activities on this date, including interactions with other children and staff.

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

A variety of equipment and activities were observed on this date.

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

Program does not provide swimming activities.

Children's Records**EX-HS-.C****Met****Comment**

Observed completed children's enrollment documentation and attendance. The program had access to the children's immunization records.

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

Observed the exemption approval letter and certificate posted. The program also submitted a current fire inspection report for review, and had access to the children's immunizations records.

Finding

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. It was determined based on review of records that three out of three children's records were missing the statement indicating that parents had been informed and understand that the program is not licensed and is not required to be licensed by the state.

POI (Plan of Improvement)

The Program will ensure that all parents enrolled in the program sign the form or the statement indicating that they were informed and understand that the program is not licensed and is not required to be licensed by the state.

Facility

EX-HS-.B	Met
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Comment

The was observed to be clean and equipped with running water, liquid soap, and hand dryers.

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

Program appears clean and well maintained.

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

Playground not observed on this date due to inclement weather.

Health and Hygiene

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

No diapered children are enrolled.

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

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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

Medication is not dispensed

Policies and Procedures

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

Completed emergency drill documentation and emergency plan were observed on this date.

Comment

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

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

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies 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)

Technical Assistance

Technical Assistance

TA provided to ensure that staff complete pediatric first aid and CPR training.

EX-HS-.P Staff Training (NCP)

Not Met

Technical Assistance

TA provided to keep written orientation documentation for new staff members.

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 documentation that two out of 22 staff members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff members complete the health and safety training within 90 days of employment and submit to the department for review when requested.

Correction Deadline: 10/25/2024

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 out of 22 employees did not complete 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all employees complete 10 hours of ongoing annual training. The specialist will review training during the next monitoring visit.

Correction Deadline: 10/25/2024

Staffing and Supervision

Comment

Program observed to maintain appropriate staff: child ratios.