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: 2/5/2026 **VisitType:** EX-CAPS-Monitoring **Arrival:** 3:30PM **Departure:** 5:00PM

EX-43898 EXMT-6405 EX-1 - Government
Dekalb County Schools ASEDP - McLendon

3169 Hollywood Drive, Decatur GA 30033 DeKalb County

Mailing Address

Same

Exemption Unit Consultant

Melissa Malone

Phone: (770) 359-5224
Fax: (770) 302-9130
melissa.malone@decal.ga.gov

Joint with:

Compliance Zone Designation		
2/5/2026	EX-CAPS-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)**	

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria		0	0	Y	
Gym		0	0	Y	
Playground		0	0	Y	
Room 101		0	0	Y	
Room 113	, Fives, Six and older	1	15	Y	
Room 201		0	0	Y	
Room 203		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 1 #Children Count: 15

Comments:
The childcare program is in compliance with the approved exemption category. The director was not present on this date. The staff records and children records were unavailable on this date.

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.

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

(Summary Report)

Date: 2/5/2026 **VisitType:** EX-CAPS-Monitoring **Arrival:** 3:30PM **Departure:** 5:00PM

EX-43898 EXMT-6405 EX-1 - Government
Dekalb County Schools ASEDP - McLendon

3169 Hollywood Drive, Decatur GA 30033 DeKalb County

Mailing Address

Same

Exemption Unit Consultant

Melissa Malone

Phone: (770) 359-5224
Fax: (770) 302-9130
melissa.malone@decal.ga.gov

Joint with:

The following information is associated with a EX-CAPS-Monitoring:

Activities and Equipment

EX-HS-.A Activities **Met**

Comment
EX-HS-.A - Activities observed to be appropriate and safe for children in care.

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

Comment
EX-HS-.F - A variety of equipment and toys were observed throughout the Program.

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

Comment
EX-HS-.Q - The Program does not provide swimming activities.

Children's Records

EX-HS-.C Children's Records **Not Met**

Finding
EX-HS-.C(1)(a-d) requires the Program to maintain a file for each child while such child is in care and for a period of one (1) year after such child is no longer enrolled. The file shall contain emergency contact information including, but not limited to, the following:
(a) Identifying information about the child to include name, date of birth, sex, address, living arrangement if not with both Parents, and name of school if applicable;
(b) Identifying information about the Parent(s) to include names of both Parents, if applicable, home and work addresses, and home and work telephone numbers;
(c) Identifying information about the person(s) to contact in emergencies when the Parent cannot be reached to include name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached;
(d) Identifying information about the child's primary source of health care to include physician's or clinic's name and telephone number; and a statement regarding known allergies or other physical problems, mental health disorders, or developmental disabilities which would limit the child's participation in the program or any of the program's activities. It was determined based on a review of records that the program could not provide evidence of children's records.

POI (Plan of Improvement)
The Program will develop, implement, and follow a plan that includes how to obtain all required information for currently enrolled children and ensure the proper collection of information for future enrollees. The plan will also include how and where to maintain files for the required amount of time. The program will ensure that all files including children's records are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

Exemptions

EX-HS-.X Exemption Requirements **Not Met**

Finding

EX-HS-.X(2) requires when a parent or legal guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating that 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 a review of records that the program could not provide evidence of signed exemption statements as required.

POI (Plan of Improvement)

The Program will obtain and maintain written documentation that the parent or guardian understands that the Program is not licensed and it not required to be licensed by the state. The program will ensure that all files including exemption statements are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

Facility

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

Comment

EX-HS-.B - Program observed to have adequate toilets, sinks and supplies available.

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

Comment

EX-HS-.L - No hazards observed accessible to children on this date.

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

Comment

EX-HS-.M - Playground observed to be clean and in good repair.

Health and Hygiene

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

Comment

EX-HS-.U - No diapered children are enrolled.

EX-HS-.H Hygiene **Met**

Comment

EX-HS-.H - Hand washing was not observed during the visit but proper hand washing rules were discussed.

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

Comment

EX-HS-.I - Medication is not dispensed.

Policies and Procedures

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

Finding

EX-HS-.J(2) requires programs to conduct drills for fire, tornado, 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; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, and other emergency situations. The 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. It was determined based on a review of records that the program could not provide evidence of emergency drills being conducted.

POI (Plan of Improvement)

The program will conduct the drills as required and maintain the documentation of the drills on file for two years. The program will ensure that all files including emergency drills are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

EX-HS-.T Required Reporting **Met**

Comment
EX-HS-.T - The program has not had any incidents that required reporting.

Safety

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

Comment
EX-HS-.E - Staff were observed to maintain an age appropriate learning environment on this date.

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

Comment
EX-HS-.S - No field trips are offered.

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

Comment
EX-HS-.R - Program does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment
EX-HS-.V - No infants enrolled in the program.

Staff Records

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

Comment
EX-HS-.D - Criminal record checks were observed to be complete.

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

Finding
EX-HS.G(1)(a-b)nrequires (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 the program could not provide evidence of 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. The program will ensure that all files including staff training records are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

EX-HS-.K Personnel Records **Not Met**

Finding
EX-HS-.K(1)(a-c) requires the Program to maintain a personnel file on all Staff for the duration of the term of employment plus one calendar year, and shall contain the following: (a) identifying information to include: name, date of birth, current address and current telephone number; (b)evidence of all training required by these standards which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; (c) verification of a satisfactory criminal backgrounds check. It was determined based on a review of records that the program could not provide evidence of personnel records as required.

POI (Plan of Improvement)
The Program will secure required information for all Staff. The Program will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff. The program will ensure that all files including personnel records are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

EX-HS-.N Staff Requirements **Not Met**

Finding
EX-HS-.N(1) requires the Program to have a Director who is responsible for the supervision, operation and maintenance of the Program and is on the Program's premises. If the Director is absent from the Program at any time during the hours of the Program's operation, there shall be an officially designated person on the Program site to assume responsibility for the operation of the Program, and this person shall have full access to all records required to be maintained under these standards. It was determined based on observation that the program director and co-director was not present on this date.

POI (Plan of Improvement)
The Program will ensure a Director, responsible for the supervision, operation, and maintenance of the Program is on the premises during operating hours. The Program will officially designate a person who has full access to all records and who has full responsibility for the operation of the Program when the Director is not present. All records will be reviewed on the follow-up visit.

Correction Deadline: 2/5/2026

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

Finding
EX-HS-.P(3)(a-k) requires each staff member with direct care responsibilities shall complete health and safety training and 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: (a) prevention and control of infectious diseases; (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 (if applicable); (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 the program could not provide evidence of Health and Safety training as required.

POI (Plan of Improvement)
The Program will develop and implement a plan to schedule and track Health and Safety orientation training for all employees based on their hire dates. The program will ensure that all files including staff training records are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

Finding
EX-HS-.P(4)(a-b) requires staff complete annual training (a) Every calendar year after the first year of employment, the Director, Provisional Employees and Employees shall attend ten (10) clock hours of diverse training which is offered by an accredited college, university or vocational program or other Department-approved source.
(b) The annual ten (10) clock hours of training shall include the following:
1. At least two (2) hours in evidence based, developmentally appropriate language and literacy practices;
2. At least two (2) hours in on-going child development and health and safety related topics, which could include, but not be limited to:
(i) Child development (e.g., developmental domains (cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; approaches to play and learning), discipline and guidance techniques, children with special needs);
(ii) Health (e.g., nutrition and the support of breast feeding, physical activity, prevention and control of illnesses and infectious diseases, immunizations, prevention of and response to emergencies due to food and allergic reactions, cleanliness, sanitation, and the appropriate disposal of bio contaminants);
(iii) Safety (e.g., prevention of Sudden Unexpected Infant Death (SUID) which includes Sudden Infant Death Syndrome (SIDS) and the use of safe sleeping practices, medication administration, injury control and prevention, transportation, handling and storage of hazardous materials, identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic, and emergency preparedness planning and response);
(iv) Child abuse and neglect (e.g., identification and reporting, meeting the needs of abused and/or neglected children, prevention of shaken baby syndrome, abusive head trauma and child maltreatment).
3. No more than two (2) of the required ten (10) hours in business-related topics (e.g., parental communication, recordkeeping, management, business planning). It was determined based on a review of records that the program could not provide evidence of annual training as required.

POI (Plan of Improvement)
The Program will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed. The program will ensure that all files including staff training records are available for review by the Department even when the director is not present. All files will be reviewed at the follow-up visit.

Correction Deadline: 2/5/2026

Staffing and Supervision

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

Comment
EX-HS-.O - Program observed to maintain appropriate staff: child ratios.