

**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.us

(Cover Sheet)**Date:** 1/16/2025**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 3:45PM**EX-44277 EXMT-14063 EX-1 - Government
Columbus Parks & Recreation Community
Schools - Downtown Elementary**1400 1st Avenue, Columbus GA 31909 Muscogee
County
(706) 225-4652 smith.dolores@columbusga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
1/16/2025	EX-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 (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
Cafeteria	, Fours, Fives, Six and older	3	30	N	Coloring Time

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 30

Comments:

On January 16, 2025 a visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Dolores Smith. The Program is operating as approved.

Corrective Action Plan: No Plan Developed

Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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).

**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

(Findings Report)**Date:** 1/16/2025**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 3:45PM**EX-44277 EXMT-14063 EX-1 - Government
Columbus Parks & Recreation Community
Schools - Downtown Elementary**1400 1st Avenue, Columbus GA 31909 Muscogee
County
(706) 225-4652 smith.dolores@columbusga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

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

EX-HS-.A(1) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as arts & crafts, reading, homework assistance, coloring, board games, building blocks, legos, and indoor physical time that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child

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

The equipment and furniture were observed to be properly secured, as applicable. All tables and chairs are wiped down with Lysol and sanitized on a daily basis.

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

It was determined through discussion the Program does not provide swimming activities.

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

EX-HS-.C(1) - The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, sex, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area.

Comment

EX-HS-.X(4) - A program must be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined by the examination of records, a fire inspection was conducted on September 23, 2024.

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

EX-HS-.B(2) - It was determined through observation, bathrooms are located adjacent to the childcare areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels. The bathroom was very clean.

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

The facility appears to be clean and well maintained.

EX-HS-.M Playgrounds (CS)**N/A****Comment**

The Program does not use the playground for physical activities. The children play with jump ropes, hula hoop, basketball, football and with frisbees in the gymnasium.

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

There are no infants enrolled, therefore the diapering process was not discussed with the Site Coordinator.

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**

It was determined through discussion the provider does not administer medication.

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Technical Assistance****Comment**

Observed evidence of documented fire and tornado drills which are conducted on a monthly basis.

Technical Assistance

EX-HS-.J(1)(a-i) - 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 had incomplete policies and procedures in evidence that letters a, c, d, e, f, and g were not met.

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

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****N/A****Comment**

The Program does not sponsor field trips.

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

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

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

The Program does not provide routine transportation.

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

No safe sleep policies are necessary.

Staff Records

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

EX-HS-.K(1) - It was determined by the observation of records the program does maintain a personnel file on all staff.

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

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator is generally on the premises and if absent at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

Comment
Criminal record checks were observed to be complete.

Technical Assistance
It was determined by the review of records five (5) out of five (5) staff members have completed CPR/First Aid training however two (2) of them did not include Pediatric CPR/First Aid certification.

Technical Assistance
It was determined through the review of records, three (3) of the five (5) staff members did not complete the initial orientation training on this date.

Comment
Observed Health and Safety training for all staff members on this date.

Comment
Observed training for all staff members on this date.

Staffing and Supervision

Comment
Adequate supervision observed on this date.