

**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:** 1/11/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 3:40PM**EX-43847 EXMT-9113 EX-1 - Government
Sumter County Schools - ASTEP - Sumter
Elementary**438 Bumphead Road, Americus GA 31719 Sumter
County
(229) 924-7835 nmerritt@sumterschools.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
1/11/2024	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 (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
Second Grade Classroom	, Six and older	1	8	Y	Homework
Third Grade Classroom		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 1

#Children Count: 8

Comments:

On January 11, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Mr. Napoleon Minter, Site Coordinator. During the visit we discussed Health and Safety Protocols. After the children independently transition to the they are met by a staff member at the entrance of the classroom. The children are escorted to the restroom and their hands are washed prior to receiving the snacks. Other handwashing/sanitation practices are completed after toileting and playtime. It was determined through the observation of records and through discussion, that the Program is operating as approved.

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:** 1/11/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 3:40PM**EX-43847 EXMT-9113 EX-1 - Government
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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 homework assistance, social time, learning skills via laptop, outdoor and gym playtime, and art that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child. The staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

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

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

The Program does not provide swimming activities.

Children's Records**EX-HS-.C****Technical Assistance****Comment**

EX-HS-.C(1) – It was determined by observation of the student records, the Provider does maintain excellent record keeping 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. The immunization records are kept in the front office.

Technical Assistance

EX-HS-.C(4) - Technical assistance was provided regarding ensuring all of the parent's/guardian's signatures are legible.

Exemptions

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 at the entrance of the classroom.

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 through discussion and the observation of records, the last fire inspection report from the County was conducted in 2021. It was also determined by the examination of records the Provider obtained a Fire Inspection June 23, 2022 by Johnson Electronic System, a third party agency.

POI (Plan of Improvement)

Fire inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Specialist.

Correction Deadline: 1/31/2024

Facility

EX-HS-.B

Met

Comment

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

EX-HS-.L Physical Plant (NCP)

Met

Comment

The Program appears to be very clean and well maintained.

EX-HS-.M Playgrounds (CS)

Met

Comment

It was determined through observation that the playground is clean. It is enclosed in a fence and free of any debris and/or hazards.

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)

Met

Comment

It was determined that the program provides parents a copy of its written policies and procedures.

Comment

The policy and procedures handbook includes emergency preparedness and safety precautions for fire & structural damage, tornados, search & rescue, lock-down and natural disasters. It was also observed through the examination of records the drills are documented. The following drills were conducted: Fire 8/17/23, 9/14/23, 10/27/23, 12/14/23; Severe Weather 11/16/23 and Lock-down 9/27/23.

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**

Determined age-appropriate discipline is communicated to staff 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**

The Program does not care for infants therefore safe sleep policies are not 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 very detailed and organized personnel file for each staff member.

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.

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

EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, two (2) out of two (2) staff members have met the standard criterion regarding the completion of CPR/First Aid training.

Comment

EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, two (2) out of two (2) employees have met the standard criterion regarding the completion of CPR/First Aid training.

EX-HS-.P Staff Training (NCP)**Met****Comment**

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 by the observation of records, two (2) out of two (2) employees have completed the annual ten (10) clock hours of training.

Comment

EX-HS-.W(1) All 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 two (2) out of two (2) staff members have completed the Health and Safety Orientation training.

Staffing and Supervision

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

Adequate supervision observed on this date.