

**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:** 5/7/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:05PM**EX-43907 EXMT-6414 EX-1 - Government
DeKalb County Schools ASED - Princeton**

1321 South Deshon Road, Lithonia GA 30058

DeKalb County

(678) 875-3002

kimberly_mitchell@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/7/2024	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
254	, Six and older	1	14	Y	
Art Room		0	0	Y	
Cafe	, Six and older	1	10	Y	
Gym		0	0	Y	
PG		0	0	Y	
PG 2		0	0	Y	
Room 121		0	0	Y	
Room 122		0	0	Y	
Room 149	PreK, Fives, Six and older	1	17	Y	
Room 177		0	0	Y	
Room 183		0	0	Y	
Room 203		0	0	Y	
Room 245		0	0	Y	
Room 130		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 41

Comments:

An in person visit was conducted for the purpose of a CAPS Monitoring Visit. In addition, an administrative review was conducted on this date to review required documents.



Please refer the website, <http://www.dec.state.ga.us/CCS/Regulations.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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(Children Worksheet)

Date: 5/7/2024

VisitType: EX-Monitoring

Arrival: 1:50PM

Departure: 4:05PM

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DeKalb County Schools ASED - Princeton**

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Joint with:

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child's Name [# 1]: Alexander, Davina

Met

Child's Name [# 2]: Allen, Ayaan

Met

Child's Name [# 3]: Banks, Aniyah

Met

**Bright from the Start - Georgia Department of Early Care and Learning**

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(Staff Worksheet)**Date:** 5/7/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:05PM**EX-43907 EXMT-6414 EX-1 - Government
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Joint with:

Records Reviewed: 11**Records with Missing/Incomplete Components: 0**

Staff's Name [# 1]: Black-Bailey, Melody

Met

Date of Hire: 10/20/2023

Staff's Name [# 2]: Campbell, Dieisha

Met

Staff's Name [# 3]: Durden, Rita

Met

Date of Hire: 09/26/2023

Staff's Name [# 4]: Henderson, Barbara

Met

Date of Hire: 08/30/2023

Staff's Name [# 5]: James, Alexandra

Met

Date of Hire: 02/01/2024

Staff's Name [# 6]: Kelly, Theresa

Met

Date of Hire: 08/03/2022

Staff's Name [# 7]: Lamar, Jasmine

Met

Date of Hire: 08/08/2022

Staff's Name [# 8]: Morris, Renita

Met

Date of Hire: 08/15/2022

Staff's Name [# 9]: Parkinson, Megan

Met

Staff's Name [# 10]: Rutledge, Barbara

Met

Date of Hire: 08/07/2023

Staff's Name [# 11]: Wilson, Rusio

Met

Date of Hire: 08/15/2022

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(Findings Report)**Date:** 5/7/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:05PM**EX-43907 EXMT-6414 EX-1 - Government
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Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

Program does not provide swimming activities.

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

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

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

Playground observed to be clean and in good repair.

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
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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

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.

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

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

Eleven of eleven Criminal record checks were observed to be complete.

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

EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid 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. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on administrative review that six of eleven staff members completed CPR and First Aid training as required.

POI (Plan of Improvement)

The Program will ensure CPR and First Aid training is completed as required. A follow up will be conducted on the next visit.

Correction Deadline: 6/6/2024

EX-HS-.P Staff Training (NCP)

Not Met

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 administrative review that Health and Safety training was not completed for eleven of eleven staff members.

POI (Plan of Improvement)

The Program will ensure Health and Safety training is completed within the first 90 days of the hire date. A follow up will be conducted on the next visit.

Correction Deadline: 6/6/2024

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 administrative review that eleven of eleven staff members did not have annual training as required.

POI (Plan of Improvement)

The Program will ensure annual training is completed as required. A follow up will be conducted on the next visit.

Correction Deadline: 6/6/2024

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

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(Summary Report)**Date:** 5/7/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:05PM**EX-43907 EXMT-6414 EX-1 - Government
DeKalb County Schools ASED - Princeton**1321 South Deshon Road, Lithonia GA 30058
DeKalb County
(678) 875-3002
kimberly_mitchell@dekalbschoolsga.org**Mailing Address**

Same

Regional Consultant

Melissa Malone

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Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

Program does not provide swimming activities.

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

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

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

Playground observed to be clean and in good repair.

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)****Met****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****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**

Observed age-appropriate discipline policies 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**

Eleven of eleven Criminal record checks were observed to be complete.

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

EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid 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. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on administrative review that six of eleven staff members completed CPR and First Aid training as required.

POI (Plan of Improvement)

The Program will ensure CPR and First Aid training is completed as required. A follow up will be conducted on the next visit.

EX-HS-.P Staff Training (NCP)	Not Met
-------------------------------	---------

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 administrative review that Health and Safety training was not completed for eleven of eleven staff members.

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Correction Deadline: 6/6/2024

Finding

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POI (Plan of Improvement)

The Program will ensure annual training is completed as required. A follow up will be conducted on the next visit.

Correction Deadline: 6/6/2024

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

Adequate supervision observed on this date.

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(Compliance Determination Worksheet)**Date:** 5/7/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:05PM**EX-43907 EXMT-6414 EX-1 - Government
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Joint with:

Rule Violations			
Naming Number	Severity	Core Standard	NonCore With Points
EX-HS-.P(3)-Staff Training-Health and Safety			x
EX-HS-.P(4)-Staff training-annual/10 hours			x
EX-HS-.W(1)-Staffing requirement			x

	Low	Medium	High	Extreme	Total
Core Standard Severity Totals:	0	0	0	0	0
Non-Core Standard Severity Totals:					3
Total Points					3

Violation Class (A,B,C,D)	Violation Level			
	I 0-3 Points	II 4-5 Points	III 6-10 Points	IV 11 + Points
D (10 points per indicator) • Extreme Harm • Imminent Danger	I3 - (D)			
C (6 points per indicator) • High Risk	I1 - I2 (CI)	I1 - I3 (CII)	I2-C (CIII)	I3 (CIV)
B (2 points per indicator) • Medium Risk	N/A ** (BI)	P2 - P3 (BII)	I1 - I2 (BIII)	I2 (BIV)
A (1 point per indicator) • Low Risk • CCDF Non Core	P1 - P2 (AI)	P1 - P3 (AII)	P2-P3 (AIII)	I1 - I2 (AIV)

<u>Prevention Action Category</u>	<u>IntermediateAction Category</u>	<u>Dismissal Action Category</u>
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)	

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(History Grid)**Date:** 5/7/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 4:05PM**EX-43907 EXMT-6414 EX-1 - Government
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Joint with:

	Visit Type:	Exemption Monitoring
	Date:	5/7/2024
	Exemption Number:	EX-43907
	Category Number	EXMT-6414
	Compliance Zone:	Prevention
	Points:	3
	Enforcement Box:	A1
Compliance Group	Rule	
Non-Core Rule-First Aid & CPR	EX-HS-.W(1) Staffing requirement	X
Non-Core Rule-Staff Training	EX-HS-.P(4) Staff training-annual/10 hours	X
	EX-HS-.P(3) Staff Training-Health and Safety	X

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Atlanta, GA 30334

Phone: (404)657-5562 www.dec.al.ga.gov

(Cover Sheet)**Date:** 5/8/2024**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 4:30PM**EX-44624 EXMT-13197 EX-1 - Government
Camden County - Kingsland Elementary
Extended Day Program**900 West King Street, Kingsland GA 31548 Camden
County
(912) 729-8413 Idurbin@camden.k12.ga.us**Mailing Address**

Same

Regional Consultant

Brianne Walters

Phone: (912) 544-9775

Fax: (912) 544-9774

brianne.walters@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
5/8/2024	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 (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
Cafeteria		0	0	N	
Gym	, Fives, Six and older	2	14	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 14

Comments:

A CAPS Monitoring visit was completed this date.

Corrective Action Plan:Developed This Date

Please refer the website, <http://www.dec.al.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.

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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.

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(Findings Report)**Date:** 5/8/2024**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 4:30PM**EX-44624 EXMT-13197 EX-1 - Government
Camden County - Kingsland Elementary
Extended Day Program**900 West King Street, Kingsland GA 31548 Camden
County
(912) 729-8413 ldurbin@camden.k12.ga.us**Mailing Address**

Same

Regional Consultant

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Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

Program does not provide swimming activities.

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

Program observed operating within the approved exemption criteria.

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

No hazards observed accessible to children on this date.

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

Staff will provide adequate supervision when outside to ensure children stay in allotted area and do not wander off.

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**

Proper hand washing of children and staff was discussed with the director on this date.

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

Observed evidence of written policies and procedures that describe the Program's operations on this date.

Comment

The program provides parents a copy of the 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-.E Discipline (CS)	Met
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Comment

Age-appropriate discussion and/or redirection observed.

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No safe sleep policies are necessary.

Staff Records

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

Criminal record checks were observed to be complete for all current staff.

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

Observed evidence of staff training in CPR and first aid on this date.

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

Observed training for all staff members on this date.

Staffing and Supervision

Comment
Adequate supervision and ratios observed on this date.