

**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:** 9/18/2026 **VisitType:** EX-CAPS-Monitoring**Arrival:** 2:10PM **Departure:** 4:55PM**EX-42915 EXMT-4859 EX-1 - Government
New Manchester Elementary (Douglas County
School ASP)**2242 Old Lower River Road, Douglasville GA 30135
Douglas County**Mailing Address****Exemption Unit Consultant**

Rosalyn Elder

Phone: (470) 259-0546

Fax:

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/18/2026	EX-CAPS-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
		0	0	Y	
		0	0	Y	
315		0	0	Y	
501		0	0	Y	
ASP Office/classroom		0	0	Y	
Cafeteria	, Fives, Six and older	3	45	Y	
Cafeteria 2	, Six and older	3	60	Y	
Gym		0	0	Y	
Music Room		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 6

#Children Count: 105

Comments:

The child care program is in compliance with the exemption category.

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.dec.state.ga.us

(Summary Report)**Date:** 9/18/2026 **VisitType:** EX-CAPS-Monitoring**Arrival:** 2:10PM**Departure:** 4:55PM**EX-42915 EXMT-4859 EX-1 - Government
New Manchester Elementary (Douglas County
School ASP)**2242 Old Lower River Road, Douglasville GA 30135
Douglas County**Mailing Address****Exemption Unit Consultant**

Rosalyn Elder

Phone: (470) 259-0546

Fax:

rosalyn.elder@dec.state.ga.us

Joint with:

The following information is associated with a EX-CAPS-Monitoring:**Activities and Equipment****EX-HS-.A Activities****EX-HS-.A(1) - Activities & Teaching Methods Not Planned/Varied/Appropriate****Met**

A daily planned program of varied and developmentally appropriate activities observed with various teaching methods to accommodate different learning styles.

EX-HS-.A(2)(a-c) - Individual attention/inadequate response to child's needs**Met**

Individual attention and response to the children's needs were observed on this date.

EX-HS-.A(3) - Activities that are not detrimental**Met**

Activities observed to be appropriate and safe.

EX-HS-.F Equipment & Toys**EX-HS-.F(1)(a-b) - Equipment/Furniture/ Materials Not Safe/ Appropriate****Met**

The equipment, materials and furniture observed to be used appropriately.

EX-HS-.F(2)(a-b) - Indoor Equipment/Furniture-hazardous/not clean**Met**

The indoor equipment observed clean and free of hazards and used by the age-appropriate group on this date.

EX-HS-.F(2)(c) - Indoor Equipment Placement-Unsafe/Restrict Movement**Met**

Furniture and equipment observed to be placed to minimize risk of incident or injury on this date.

EX-HS-.F(2)(d) - Unsecured Indoor Equipment/Furniture**Met**

Equipment and furniture observed to be secure on this date.

EX-HS-.Q Swimming Pools & Water-related Activities(CS)**EX-HS-.Q(1) - Swimming/Wading Pool Accessible To Children (CS)****Not Applicable**

No swimming activities or pool on site.

EX-HS-Q(2)(a-b) - Inadequate Staff: Child Ratio-Water>2 Ft/No Swim test/ No Lifeguard (CS)	Not Applicable
No swimming activities or pool on site.	
EX-HS-Q(3) - Inadequate Staff: Child Ratio-Water< 2Ft (CS)	Not Applicable
No swimming activities or pool on site.	
EX-HS-Q(4)(a-d) - No Additional Adult As Required	Not Applicable
No swimming activities or pool on site.	
EX-HS-Q(5) - No Local Pool Approvals	Not Applicable
No swimming activities or pool on site.	
EX-HS-Q(6) - No Parental Permission for Swimming	Not Applicable
No swimming activities or pool on site.	

Children's Records

EX-HS-.C Children's Records

EX-HS-.C(1)(a-f) - Enrollment Form Incomplete	Met
Observed complete children's files as required on this date.	
EX-HS-.C(2) - Immunization Record-Incomplete	Met
Discussed immunization requirements with program on this date.	
EX-HS-.C(3) - Documentation Of Incident-Incomplete	Met
Discussed requirements for incident reports.	
EX-HS-.C(4) - Transportation Records Not Available, Complete, or Maintained	Not Applicable
The program does not provide transportation.	
EX-HS-.C(5) - Attendance Records Not Available, Complete, or Maintained	Met
Observed documentation of attendance records as required on this date.	

Exemptions

EX-HS-.W Exemption Requirements

EX-HS-.W(1) - Exemption Notice Not Posted	Met
Observed exemption approval letter and notice to be posted in a prominent place at the program as required.	

EX-HS-.W(2) - No Parent Agreement	Met
--	------------

Observed signed parent agreements notifying of program's exempt status.

EX-HS-.W(3) - Operating outside conditions	Met
---	------------

Program observed to be operating as approved.

EX-HS-.W(4) - Required Information Not Provided	Met
--	------------

Program has provided all required information.

Facility

<u>EX-HS-.B Bathrooms</u>

EX-HS-.B(1) - Inadequate Number of Toilets/Sinks	Met
---	------------

Adequate number of flush Flush toilets and hand washing sinks with running water observed.

EX-HS-.B(2) - No Bathroom On Floor/Child Care Area	Met
---	------------

Bathrooms located on each floor in or adjacent to child care areas and rooms.

EX-HS-.B(3) - School Age Program-Inadequate # Facilities	Met
---	------------

Bathrooms for school age children observed adequate.

EX-HS-.B(4) - Bathroom Supplies Missing/Cloth Towels Reused Between Laundering	Met
---	------------

Observed access to bathroom supplies.

EX-HS-.B(5) - Bathrooms Not Cleaned Daily	Met
--	------------

Observed bathrooms cleaned and disinfected.

<u>EX-HS-.L Physical Plant(CS)</u>

EX-HS-.L(1) - No Approval for Construction/Work Accessible	Met
---	------------

No construction or maintenance observed at the program.

EX-HS-.L(2) - Fire Safety No Certificate Of Occupancy	Not Met
--	----------------

EX-HS-.L(2) requires the Program to 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 based on a review of records that the Program did not have evidence of a recent Fire Marshal inspection available for review by the Department during the visit. A follow-up review will be completed during the next scheduled monitoring visit to re-evaluate compliance.

POI (Plan of Improvement)

The Program will obtain appropriate approvals, and ensure compliance with applicable laws and regulations by the state fire marshal, proper local fire marshal or state inspector, including a certificate of occupancy, are maintained and met.

Correction Deadline: 11/18/2026

EX-HS-.L(3) - Unsafe Storage Of Hazardous Items (CS)	Met
---	------------

No hazards observed accessible to children on this date.

EX-HS-.L(4) - Clean, free of debris, free of repair	Met
--	------------

The program appears clean and well maintained.

EX-HS-.L(5) - Electrical Outlets not Covered	Met
---	------------

Electrical outlets observed covered and inaccessible on this date.

EX-HS-.L(6) - Heating and Cooling Equipment Accessible	Met
---	------------

Heating and cooling equipment observed inaccessible.

EX-HS-.L(7) - No Operable Telephone	Met
--	------------

An operable telephone and all required posted numbers were observed on this date.

EX-HS-.M Playgrounds(CS)

EX-HS-.M(1) - Not Adequately Fenced/Enclosed/ Hazardous/Gate Not Closed (CS)	Met
---	------------

Playground observed to be adequately fenced as required.

EX-HS-.M(2) - Equipment -Lacks Variety/Age Appropriate/Obstructs Supervision/Hazardous (CS)	Met
--	------------

The program playground equipment, furniture, and materials was clean and free of hazards.

EX-HS-.M(3) - Inadequate Fall zones and surfacing (CS)	Met
---	------------

Resilient surfacing and fall zones observed to be adequate on this date.

EX-HS-.M(4) - Unclean/Litter/Hazards On Play Area (CS)	Met
---	------------

Playground was observed to be clean and free of hazards on this date.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices(CS)

EX-HS-.U(1) - No Hand Washing Sink Adjacent/Flush Sink Used (CS)	Not Applicable
---	-----------------------

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.U(2) - Changing Surface Porous/No Guard or Rails/Not Smooth/Not Cleaned (CS)	Not Applicable
--	-----------------------

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.U(3) - Child Unattended on Diapering Area	Not Applicable
---	-----------------------

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.U(4) - Diapering/Food Service In Same Area (CS)	Not Applicable
---	-----------------------

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.U(5) - Hazards Within Reach (CS)	Not Applicable
--	-----------------------

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.U(6) - Soiled Diapers Accessible	Not Applicable
--	-----------------------

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.H Hygiene

EX-HS-.H(1) - Children-No Handwashing	Met
--	------------

Proper handwashing for children observed throughout on this date.

EX-HS-.H(2) - Staff-No Handwashing	Met
---	------------

Proper handwashing for staff observed throughout on this date.

EX-HS-.I Medications(CS)

EX-HS-.I(1) - No/Incomplete Parental Authorization; Incorrectly Dispensed (CS)	Not Applicable
---	-----------------------

The program does not dispense medication.

EX-HS-.I(2) - Incomplete Dispensing Record (CS)	Not Applicable
--	-----------------------

The program does not dispense medication.

EX-HS-.I(3) - Medication Accessible To Children/Not Refrigerated (CS)	Not Applicable
--	-----------------------

The program does not dispense medication.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures

EX-HS-.J(1)(a-m) - Incomplete Policies and Procedures	Met
--	------------

Observed evidence of complete written policies and procedures on this date.

EX-HS-.J(2) - Not Conducting Emergency Drills	Met
--	------------

Observed written evidence of drills conducted within the program on this date.

EX-HS-.J(3) - P & P Not Provided To Parents	Met
--	------------

Parents are provided a copy of the program's policies and procedures as required.

EX-HS-.T Required Reporting

EX-HS-.T(1) - Child Abuse Not Reported	Met
---	------------

The program has not had any incidents that required reporting.

EX-HS-.T(2) - Communicable Disease Not Reported	Met
--	------------

The program has not had any incidents that required reporting.

EX-HS-.T(3) - Serious Incident Not Reported To Department	Met
--	------------

There were no incidents or injuries that required reporting.

EX-HS-.T(3)(a) - Records Not Available	Met
---	------------

No records required for reporting purposes.

EX-HS-.T(4) - Criminal Record Not Reported	Met
---	------------

Discussed required reporting standards with program on this date.

Safety

EX-HS-.E Discipline(CS)

EX-HS-.E(1) - Discipline Detrimental (CS)	Met
--	------------

Discussed discipline policies and appropriate guidance on this date.

EX-HS-.E(2)(a-m) - Inappropriate Disciplinary Actions (CS)	Met
---	------------

Observed appropriate discipline on this date.

EX-HS-.S Field Trips

EX-HS-.S(1) - No/Incomplete Parental Permission	Not Applicable
--	-----------------------

The program does not provide field trips.

EX-HS-.S(2) - Participant List Not Complete/Taken	Not Applicable
--	-----------------------

The program does not provide field trips.

EX-HS-.S(3) - Emergency Med Info Forms Missing Info /Not At Program/Not On Trip	Not Applicable
--	-----------------------

The program does not provide field trips.

EX-HS-.R Transportation(CS)

EX-HS-.R(1)(a) - No Annual Vehicle Safety Check	Not Applicable
--	-----------------------

The program does not provide transportation.

EX-HS-.R(1)(b) - Vehicle Interior Not Clean	Not Applicable
The program does not provide transportation.	
EX-HS-.R(1)(c) - Child Passenger Restraints (CS)	Not Applicable
The program does not provide transportation.	
EX-HS-.R(1)(d) - Vehicle Exceeds Seating Capacity	Not Applicable
The program does not provide transportation.	
EX-HS-.R(1)(e) - Vehicle Seats Not Secured	Not Applicable
The program does not provide transportation.	
EX-HS-.R(1)(f) - No Fire Extinguisher on Vehicle	Not Applicable
The program does not provide transportation.	
EX-HS-.R(2) - Driver not 18 or no valid license	Not Applicable
The program does not provide transportation.	
EX-HS-.R(3) - Additional Staff Requirements (CS)	Not Applicable
The program does not provide transportation.	

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements(CS)

EX-HS-.V(1) - Crib does not meet safety standards (CS)	Not Applicable
This standard is not applicable, as no infants were enrolled in the program.	
EX-HS-.V(2) - Crib mattress not firm/2" (CS)	Not Applicable
This standard is not applicable, as no infants were enrolled in the program.	
EX-HS-.V(3) - Crib Sheet not tight-fitting/changed (CS)	Not Applicable
This standard is not applicable, as no infants were enrolled in the program.	
EX-HS-.V(4) - Crib Construction not safe (CS)	Not Applicable
This standard is not applicable, as no infants were enrolled in the program.	
EX-HS-.V(5) - Infant not placed on back to sleep / Swaddling used (CS)	Not Applicable
This standard is not applicable, as no infants were enrolled in the program.	
EX-HS-.V(6) - Objects in/on Cribs (CS)	Not Applicable

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.V(7) - Wedge/Positioning Device Used (CS)**Not Applicable**

This standard is not applicable, as no infants were enrolled in the program.

EX-HS-.V(8) - Infant Sleeping Not in Crib (CS)**Not Applicable**

This standard is not applicable, as no infants were enrolled in the program.

Staff Records

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

EX-HS-.D(1)(a)1. - No Application/ Fingerprints Submitted**Met**

Evidence of Criminal Records Checks observed on file on this date.

EX-HS-.D(10) - Recheck Not Obtained as Required**Met**

Program observed to obtain criminal record rechecks as required.

EX-HS-.D(2) - Director/Employee No CRC (CS)**Met**

Observed evidence of satisfactory Comprehensive Records Check Determination letters on this date.

EX-HS-.D(3)(a) - Provisional Employee No CRC (CS)**Met**

Program maintained evidence of satisfactory Fingerprint Records Check Determination letters on this date.

EX-HS-.D(4) - Person with Unsat Present (CS)**Met**

All staff observed on premises this date have satisfactory records check determinations.

EX-HS-.D(5) - Valid Evidence Fingerprint Check Not Maintained**Met**

Valid evidence of fingerprint checks maintained on file and observed this date.

EX-HS-.D(6) - Valid Evidence Comprehensive Check Not Maintained**Met**

Valid evidence of comprehensive checks maintained on file and observed this date.

EX-HS-.D(7) - Failure to Request Out of State Information**Met**

Program observed to obtain records checks as required and documentation of records checks observed on file this date.

**EX-HS-.D(8) - Employee - Satisfactory Comprehensive Records Check Determination
Not Ported****Met**

Program ported staff Comprehensive Records Checks as required.

EX-HS-.D(9) - Student-in-Training Records Check Not Ported	Met
---	------------

Program ported records checks as required.

<u>EX-HS-.G First Aid & CPR(CS)</u>
--

EX-HS-.G(1)(a-b) - CPR/First Aid Training Not Obtained	Met
---	------------

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

EX-HS-.G(2)(a) - Staffing Requirements - 50% Not Certified in FA/CPR	Met
---	------------

50% of staff observed trained in pediatric CPR and first aid as required on this date.

EX-HS-.G(2)(a-d) - Staff certification	Met
---	------------

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

EX-HS-.G(2)(b) - Staffing Requirements - No one in classroom FA/CPR trained (CS)	Met
---	------------

At least one person was observed in each classroom with valid and current pediatric CPR and pediatric first aid training.

EX-HS-.G(2)(c) - Staffing Requirements - No Person FA/CPR Trained for Transportation/Field Trip	Met
--	------------

No field trips or transportation provided by program.

EX-HS-.G(2)(d) - Staffing Requirements - Director Not Trained FA/CPR	Met
---	------------

Director observed to have current pediatric first aid and pediatric CPR training.

EX-HS-.G(3) - Missing First Aid Supplies	Met
---	------------

Discussed first aid kit requirements with program on this date.

<u>EX-HS-.K Personnel Records</u>
--

EX-HS-.K(1)(a-c) - Personnel Records Not Complete	Met
--	------------

Observed personnel records to be complete and maintained on this date.

<u>EX-HS-.N Staff Requirements(CS)</u>

EX-HS-.N(1) - No Program Director/Person in Charge	Met
---	------------

Observed a director or person responsible for overall supervision of the program present on this date.

EX-HS-.N(2) - Not Compliant with Applicable Laws (CS)	Met
--	------------

Program observed to be in compliance with all applicable laws and regulations.

EX-HS-.N(3) - Not Able to Adequately Perform Job Duties	Met
--	------------

Staff were observed to be able to provide adequate care and supervision to children in accordance with standards on this date.

EX-HS-.P Staff Training**EX-HS-.P(1) - Employee Orientation-None****Met**

Program orientation observed complete.

EX-HS-.P(2)(a-n) - Employee Orientation-Incomplete**Met**

Observed initial orientation subjects complete.

EX-HS-.P(3)(a-k) - Staff Health/Safety Training-none/not timely/incomplete**Met**

Observed completed health and safety orientation training as required on this date.

EX-HS-.P(4)(a)-(b)1.-3. - Annual Ongoing Training - Incomplete**Met**

Completed annual training observed on this date.

EX-HS-.P(5) - Documentation of Training**Met**

Observed documentation of training on this date.

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision(CS)**EX-HS-.O(1) - Inadequate Ratios/Maximum Group Size Exceeded (CS)****Met**

Appropriate staff child ratios observed on this date.

EX-HS-.O(2) - Inadequate Ratio-Mixed Age Grouping (CS)**Met**

Ratios maintained in mixed age groups on this date.

EX-HS-.O(3) - Lack Of Supervision (CS)**Technical Assistance**

Discussed the importance of maintaining direct supervision of children when using the restroom. A five-year-old child was observed leaving the bathroom and walking in the hallway without supervision.