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: 8/8/2023 **VisitType:** EX-Monitoring **Arrival:** 11:50AM **Departure:** 3:00PM

EX-51816 EXMT-16671 EX-1 - Government
Amana Academy ASEP

285 South Main Street, Alpharetta GA 30009 Fulton County
(678) 624-0989 ahaddad@amanaacademy.org

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
Fax: (770) 342-7801
keia.cole@decal.ga.gov

Joint with:

Compliance Zone Designation		
8/8/2023	EX-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)**	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
A2		0	0	Y	Ages 5 and 6 (study hall; enrichment activities; snack)
A4		0	0	Y	Ages 5 and 6 (study hall; enrichment activities; snack)
Cafeteria		0	0	Y	Ages 10 - 13 (study hall; enrichment activities; snack)
Media Center		0	0	Y	Ages 7 and 8 (study hall; enrichment activities; snack)

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

Comments:
In-person CAPS monitoring visit conducted with Ms. Ayesha Haddad, director, on August 8, 2023. The Program is currently operating outside the parameters set forth by the approval conditions under Category 1. An amendment is required for hours of operation within 10 days, no later than August 22, 2023.

Corrective Action Plan:Developed This Date

Please refer the website, http://www.decal.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.

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@decal.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).

(Findings Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Comment
It was observed throughout the Program that all areas used by the participants appeared to be clean and maintained.

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

Comment
Program does not provide swimming activities.

Children's Records

EX-HS-.C **Technical Assistance**

Technical Assistance
EX-HS-.C(2) - requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was recommended on this date that the Program gain access to students' current immunization records for future review by the Department.

Exemptions

EX-HS-.X Exemption Requirements (NCP) **Not Met**

Technical Assistance
EX-HS-.X(1) - requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was recommended to the Program director on this date to post and maintain posted the Exemption certificate and the Exemption approval letter near the front entrance of the facility.

Technical Assistance
EX-HS-.X(3) - requires the program to meet the criteria for the exemption granted. It was reported by the Program director on this date that the activity's start time is different from the Exemption approval conditions. The Program has been advised to submit an amendment through DECAL KOALA within ten (10) business days, by August 22, 2023.

Finding
EX-HS-.X(4) requires the program to comply with fire marshal. It was determined based on review of records that the Program did not have evidence of a recent Fire Marshal inspection available for review during the visit.

POI (Plan of Improvement)
The Program will contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports and/or documents for future inspections.

Correction Deadline: 8/22/2023

Facility

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

Comment
Observed approval from the Department, local zoning authorities, and local building authorities on this date.

Comment
Please be mindful to keep items that pose a hazard inaccessible to children.

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

Comment
No playground provided

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

Comment
It was determined that the program provides Parents a copy of the Program's written policies and procedures.

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

Comment
Observed the Program's written emergency plan on this date.

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
No infants are enrolled.

Comment
No safe sleep policies are necessary.

Staff Records

EX-HS-.K **Technical Assistance**

Technical Assistance
EX-HS-.K(1) - It was recommended to the director on this date to develop a binder for staff personnel information. This binder would contain employment applications, completed training certificates, criminal background check determination letters, and copies of completed CPR and first aid certificate verification.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) **Not Met**

Finding
EX-HS-.D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined based on review of records on this date that two (2) out of four (4) staff members did not have evidence of the Department's completed criminal records check.

POI (Plan of Improvement)
The Program will have the staff members missing the Department's criminal records checks complete the assessment within three (3) business days, submit a separation notice for those employees, or submit a CAPS opt out form.

Correction Deadline: 8/11/2023

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 review of records that four (4) out of four (4) staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program will have the four (4) out of four (4) staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 9/7/2023

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 review of records that four (4) out of four (4) staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)
The Program will have the four (4) out of four (4) staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 9/7/2023

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 review of records that four (4) out of four (4) staff members did not have evidence of ten (10) additional hours of child related task focused training.

POI (Plan of Improvement)
The Program will have all staff members comply with the required ten (10) additional hours of child related task focused training. The Program will maintain copies of all annually completed training certificates from all staff members for future review by the Department.

Correction Deadline: 9/7/2023

Staffing and Supervision

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

Comment
There were no children present for the afterschool program during the time of the visit on this date due to being in class. Proper ratios, classroom capacities, and proper supervision were discussed with the director on this date.