

**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.al.ga.gov

(Cover Sheet)**Date:** 3/24/2025**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:30PM**EX-48623 EXMT-14176 EX-1 - Government
Troup County ACE- Callaway Elementary School**2200 Hammett Rd., LaGrange GA 30241 Troup
County
(706) 845-2059 segrestaa@troupp.org**Mailing Address**

Same

Exemption Unit Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>IntermediateAction Category</u>	<u>Dismissal Action Category</u>
3/24/2025	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
Cafeteria	PreK, Six and older	4	40	Y	
Gym		0	0	Y	
Playground		0	0	Y	
Stem		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 40

Comments:

An in-person site visit was conducted on March 20, 2025, for the purposes of CAPS Health and Safety Monitoring.

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).

Director/Person-in-charge Signature _____

Printed Name _____ Date _____

Specialist Signature _____ Date _____

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(Findings Report)**Date:** 3/24/2025**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:30PM**EX-48623 EXMT-14176 EX-1 - Government
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Joint with:

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

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

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**

The Program does not provide swimming activities.

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

Observed children's files as required. Each file contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

Comment

EX-HS-.C(2) - Immunization records are kept in the administration office.

Exemptions**EX-HS-.X Exemption Requirements****Technical Assistance****Technical Assistance**

EX-HS-.X(1) - Technical assistance was provided regarding the posting of the approval letter to be adjacent to the exemption certificate. Both should be posted 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. It was determined by a review of records, the Program is in compliance and had a fire inspection completed by the proper local authority on 07/02/2024.

Facility

EX-HS-.B Bathrooms	Met
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Comment

Bathrooms located are adjacent to child care areas and rooms.

EX-HS-.L Physical Plant(CS)	Met
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Comment

No hazards observed accessible to children on this date.

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

The program does not use a playground.

Health and Hygiene

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

No diapered children are enrolled

EX-HS-.H Hygiene	Technical Assistance
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Technical Assistance

Hand washing was discussed with the Director, as children were observed not washing their hands prior to receiving snacks. Technical assistance was provided regarding the importance of children to wash their hands prior to eating snacks, after toileting and after outside and inside recreational activities.

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	Not Met
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Finding

Finding

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 a review of records that the program had incomplete policies and procedures in evidence that letters a, c, d, f, g were not met.

Correction Deadline: 5/30/2025

Technical Assistance

Technical Assistance provided regarding conducting fire, severe weather, lock-down drills on a monthly/biannual basis on this date.

EX-HS-.T Required Reporting**Met****Comment**

There were no incidents or injuries that required reporting.

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

Observed age-appropriate discipline policies on this date.

EX-HS-.S Field Trips**N/A****Comment**

No field trips are conducted at the program.

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

The program does not provide routine transportation. Transportation procedure discussed.

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

Evidence of satisfactory Comprehensive Records Check Determination letters on file for employees and all residents age 17 and older.

EX-HS-.W First Aid & CPR**Met****Comment**

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

EX-HS-.K Personnel Records**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 Staff Requirements**Met****Comment**

EX-HS-.N(1) - The Director is responsible for the supervision, operation, and maintenance of the program. The Director 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-.P Staff Training**Not Met****Finding**

EX-HS-.P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans Do we need to list out every emergency plan (ex: loss of power, water, lockdown shelter in place, etc.); childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDE); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review records, none of the staff members have completed the Initial Orientation training.

POI (Plan of Improvement)

The program will develop and provide orientation for all new staff prior to their assignment to children or tasks. A follow-up will be conducted during the next Health and Safety monitoring visit.

Correction Deadline: 5/30/2025

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 a review of records, two (2) of the seven (7) staff members have completed the Health and Safety training on this date.

POI (Plan of Improvement)

The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates. A follow-up will be conducted during the next Health and Safety monitoring visit.

Correction Deadline: 5/30/2025

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 that is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university, vocational program, or other department-approved source. It was determined by a review of records, two (2) of the seven (7) staff members are compliant and have completed the annual 10 hours of training.

POI (Plan of Improvement)

The program will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed. A follow-up will be conducted during the next Health and Safety monitoring visit.

Correction Deadline: 12/31/2025

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

Comment

Adequate supervision observed on this date.