

**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:** 3/6/2024**VisitType:** EX-Monitoring**Arrival:** 12:00PM **Departure:** 3:40PM**EX-43896 EXMT-6403 EX-1 - Government
DeKalb County Schools ASED - Livsey**4137 Livsey Road, Tucker GA 30084 DeKalb
County
(678) 874-3302
barbara_garrison@dekalbschools.ga.gov**Mailing Address**

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146

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keia.cole@dec.state.ga.us

Joint with: Sarah Benton

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
3/6/2024	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
Anderson's Room		0	0	Y	
Banks Room	, Six and older	2	17	Y	
Cafe	PreK, Fives, Six and older	10	94	Y	Attendance
Calhoun's Room	, Six and older	3	12	Y	
Dreyer		0	0	Y	
Ewing's Room	, Six and older	2	25	Y	Computer work
Gym	PreK, Fives, Six and older	2	24	Y	Recess
Kastner's Room		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 5

#Staff Count: 19

#Children Count: 172

Comments:

In-person CAPS monitoring visit conducted with Ms. Barbara Garrison, director, on March 6, 2024. Visit began prior to the start of the activity. The Program is currently operating within the parameters set forth by the approval conditions under Category 1. The Program is missing completed DECAL criminal background checks for 19 out of 21 staff members. Completed result status or separation notices are required within three (3) business days, no later than Monday, March 11, 2024. Formal Notice Letter provided during the visit. Written Plan of Improvement due by email within ten (10) business days, no later than Wednesday, March 20, 2024. All staff with access to the children in the approved activity must have a DECAL criminal background check. This would include teachers that are still in their classrooms during the after-school program.

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:** 3/6/2024**VisitType:** EX-Monitoring**Arrival:** 12:00PM **Departure:** 3:40PM**EX-43896 EXMT-6403 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

A variety of equipment and toys were observed throughout the Program.

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.

Comment

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

EX-HS-.M Playgrounds (CS)**Technical Assistance****Comment**

Playground observed to be clean and in good repair.

Technical Assistance

EX-HS-.M(1) - requires that playgrounds be protected from traffic or other hazards by a 4 foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was discussed with the director on this date to have a supervision plan in place for the open space between the back of the gym and the playground area. This space leads to an open parking lot.

Technical Assistance

EX-HS-.M(3) - requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was discussed with the director on this date to add mulch around the edge of the resilient surface on the playground to the ground. This effort would level the transition from the rubberized surface to the ground; hence, assisting in reducing a tripping hazard.

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

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(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director, each all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined based on review of records on this date that 19 out of 21 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: 3/11/2024

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 five (5) out of 19 staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)

The Program will have the five (5) out of 19 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: 4/5/2024

EX-HS-.P Staff Training (NCP)

Not Met

Technical Assistance

EX-HS-.P(1) - requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was recommended during the visit on this date that the Program have all current and new employees sign a document indicating the completion of the Program's initial orientation training. This document should be added to all staff members' personnel record.

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 six (6) out of 19 staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)

The Program will have the six (6) of 19 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: 4/5/2024

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 review of records that four (4) out of 19 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: 4/5/2024

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

Met

Comment

Adequate supervision observed on this date.