

**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:** 5/5/2023**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 5:15PM**EX-46571 EXMT-12296 EX-1 - Government
Marietta Community Schools-Park Street
Elementary ASP/BSP**

105 Park Street Southeast, Marietta GA 30060

Cobb County

(770) 429-3180 dwiley@marietta-city.k12.ga.us

Mailing Address

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/5/2023	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
Cafeteria	, Six and older	3	23	Y	
Gym		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 23

Comments:

A CAPS Monitoring Visit was completed on May 5, 2023. The Specialist met with Ms. Henley, program official.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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:** 5/5/2023**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 5:15PM**EX-46571 EXMT-12296 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)****Not Met****Comment**

The Exemption letter and certificate were observed posted by the program's main entrance. Children's immunizations are kept in school electronic files and are accessible to the ASP staff.

Finding

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on review of records that the program did not submit a fire inspection report.

POI (Plan of Improvement)

The Program will provide a fire inspection report for review when requested by the department.

Correction Deadline: 5/5/2023**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS)**Not Evaluated****Comment**

Playground not observed on this date due to inclement weather.

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

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Proper hand washing observed throughout the program.

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)	Not Met
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Comment

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

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 review of records that the program did not maintained documented safety drills.

POI (Plan of Improvement)

The Program will maintain documentation of safety drills. Fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months.

Correction Deadline: 5/10/2023

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.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records

Finding

EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that the program did not maintain a personnel file that contained identifying information on all employees.

POI (Plan of Improvement)

The Program will maintain a personnel file on all employees that will include identifying information.

Correction Deadline: 5/10/2023

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 that one of four staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 5/5/2023

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 three of four staff did not have CPR and First Aid training on file.

POI (Plan of Improvement)

The Program will ensure that staff members complete First Aid and CPR training within 90 days of hire date, maintain evidence on file, and submit to the department for review when requested.

Correction Deadline: 6/4/2023

EX-HS-.P Staff Training (NCP)

Not Met

Finding

EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on review of records that two out of four staff members did not receive an Initial Program Orientation prior to assignment to children.

POI (Plan of Improvement)

All staff members will receive an Initial Program Orientation prior to assignment to children.

Correction Deadline: 5/5/2023

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.