

**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:** 11/6/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 3:40PM**EX-43847 EXMT-9113 EX-1 - Government
Sumter County Schools - ASTEP - Sumter
Elementary**438 Bumphead Road, Americus GA 31719 Sumter
County
(229) 924-7835 nmerritt@sumterschools.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
11/6/2024	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 (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
Second Grade Classroom	, Six and older	1	8	Y	Completing their homework assignments.
Third Grade Classroom	, Six and older	1	13	Y	Completing their homework assignments.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 21

Comments:

On November 6, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Mr. Napoleon Minter, Site Coordinator. During the visit we discussed Health and Safety Protocols. It was determined through the observation of records and through discussion, that the Program is operating as approved, however an exemption amendment application is required. The hours of operation have changed to 2:45 p.m. - 6:05 p.m. during the school year.

Corrective Action Plan:No Plan Developed



Please refer the website, <http://www.dec.al.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@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:** 11/6/2024**VisitType:** EX-Monitoring**Arrival:** 1:50PM**Departure:** 3:40PM**EX-43847 EXMT-9113 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(1) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as creative arts, educational computer rotation, reading, homework assistance, recreational activities (indoor/outdoor), field trips, that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child.

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

The equipment and furniture were observed to be properly secured, as applicable. The chairs and tables are sanitized on a daily basis.

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****Met****Comment**

EX-HS-.C(1) - The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, gender, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

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

EX-HS-.X(1) - The Program is in compliance with the posting of the exemption approval letter and certificate. Both are adjacent to each other and placed in a prominent area at the entrance of the classroom. Parents come to the classroom(s) to pick up their children.

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 through discussion and the observation of records, the last fire inspection report from the County was conducted in 2021. It was also determined by the examination of records the Provider obtained a Fire Alarm System inspection conducted by a third party agency.

POI (Plan of Improvement)

The Provider will contact the local fire marshal's office to have a fire inspection conducted. After the inspection has been completed, the Provider will send a copy of the report to the Lead Consultant..

Correction Deadline: 12/31/2024

Facility	
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EX-HS-.B Met

Comment

EX-HS-.B(1) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels.

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

Comment

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS) Met

Comment

There are two (2) playgrounds. Both were observed to be clean and in good repair.

Health and Hygiene	
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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

Medications are not dispensed

Policies and Procedures	
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EX-HS-.J Operational Policies & Procedures (NCP) Met

Comment

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

Comment

It was determined through the observation of records, the Provider does execute emergency preparedness by conducting monthly fire drills as well as intruder alert drills twice a year.

Comment

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

EX-HS-.T Required Reporting (NCP)**Met****Comment**

Based on the discussion with the Site Coordinator, there were no incidents or injuries that required reporting on this date..

Safety**EX-HS-.S****Met****Comment**

The program does sponsor field trips during teacher planning days. It was discussed with the Site Coordinator, permission slips are completed by each parent prior to the field trip.

Comment

EX-HS-.S(3) - Checklists, permission forms, emergency contact information and proper check of the attendees before and after transportation were discussed with the Site Coordinator on this date.

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

It was determined as written in the parent's handbook, the ASTEP program recognizes the importance of maintaining good discipline so that the ASTEP students can have a safe and orderly environment. It was also determined age-appropriate discipline is communicated to staff as discussed with the Site Coordinator on this day.

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 safe sleep policies are necessary.

Staff Records

EX-HS-.K**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**Met****Comment**

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator 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-.D Criminal Records and Comprehensive Background Checks (CS)**Met****Comment**

Criminal record checks were observed to be complete.

Comment

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

EX-HS-.P Staff Training (NCP)**Met****Comment**

All 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 two (2) out of two (2) staff members have completed the Health and Safety Orientation training.

Comment

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 by the observation of records, two (2) out of two (2) employees have completed the annual ten (10) clock hours of training.

Staffing and Supervision

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

Adequate supervision observed on this date.