

**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:** 12/11/2024**VisitType:** EX-Monitoring**Arrival:** 2:10PM**Departure:** 4:00PM**EX-48621 EXMT-14178 EX-1 - Government  
Troup County ACE- Franklin Forest Elementary**1 Scholar Lane, LaGrange GA 30240 Troup County  
(706) 845-7556 bowenkl@troup.org**Mailing Address**

Same

**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.al.ga.gov

Joint with:

| Compliance Zone Designation |               |            | Prevention Action Category | IntermediateAction Category | Dismissal Action Category |
|-----------------------------|---------------|------------|----------------------------|-----------------------------|---------------------------|
| 12/11/2024                  | 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 |
|------------------|------------------------|-------------|----------------|-----------------|-------|
| Cafeteria        |                        | 0           | 0              | Y               |       |
| Gym              |                        | 0           | 0              | Y               |       |
| Playground A     |                        | 0           | 0              | Y               |       |
| Playground B     |                        | 0           | 0              | Y               |       |
| Playground C     | , Fives, Six and older | 4           | 29             | Y               |       |

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 29

Comments:

On December 11, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Amy Maxwell and Ms. Keirra Davidson, ACE Directors. It was determined through the observation of records and through discussion, the Program is operating as approved however a Warning Letter was issued.

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](mailto: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:** 12/11/2024**VisitType:** EX-Monitoring**Arrival:** 2:10PM**Departure:** 4:00PM**EX-48621 EXMT-14178 EX-1 - Government  
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Joint with:

**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 homework assistance, centers, movies, indoor/outdoor recreational playtime that promotes 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 observed to be properly secured, as applicable. The tables and chairs are wiped down and sanitized throughout the day.

**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****Technical Assistance****Technical Assistance**

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, gender, address, and names of both Parents, if applicable, cell phone(s) as well as the person(s) to whom the child may be released. Technical assistance was provided regarding inclusion of date of birth/age of child and emergency contact information.

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

EX-HS-.X(1) - Technical Assistance was provided regarding the posting of the exemption certificate and approval letter to be placed in a prominent area.

**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, a fire inspection has been conducted however the Provider did not receive a copy of the report.

**POI (Plan of Improvement)**

The Program will send a copy of the fire inspection report to the Lead Consultant via email.

**Correction Deadline: 1/30/2025**

**Facility****EX-HS-.B****Met****Comment**

EX-HS-.B(2) - It was determined through observation, 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 automatic hand dryer.

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

The Program appears clean and well maintained.

**EX-HS-.M Playgrounds (CS)****Met****Comment**

The Playground observed to be clean and in good repair.

**Health and Hygiene****EX-HS-.U Diapering Areas & Practices (CS)****Met****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****EX-HS-.J Operational Policies & Procedures (NCP)****Technical Assistance****Comment**

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

**Technical Assistance**

Technical assistance was provided regarding emergency preparedness and the importance of ensuring the documentation of fire, severe weather and lock-down drills that are conducted on a monthly/annual basis.

**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**

Observed age-appropriate discipline policies on this date.

**Comment**

The Program does not provide routine transportation.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

## EX-HS-.V Safe Sleeping and Resting Requirements (CS)

Met

**Comment**

No safe sleep policies are necessary.

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

## 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 ACE Directors are responsible for the supervision, operation, and maintenance of the program. The ACE Directors are 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.

## EX-HS-.W First Aid &amp; 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 by the review of records, one (1) of six (6) staff members CPR/First Aid certification has expired.

**POI (Plan of Improvement)**

The Program will ensure all of the employees complete CPR/First Aid training.

**Correction Deadline: 1/31/2025**

## EX-HS-.P Staff Training (NCP)

Not Met

**Comment**

Observed training for all staff members on this date.

**Technical Assistance**

Technical Assistance was provided regarding the importance of the initial orientation training for all staff on this date.

**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 by the review of records, none of the employees have completed the Health and Safety training.

**POI (Plan of Improvement)**

The Program will ensure all of the employees complete the Health and Safety training.

**Correction Deadline: 1/31/2025**

|                          |  |
|--------------------------|--|
| Staffing and Supervision |  |
|--------------------------|--|

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

Met

**Comment**

Adequate supervision observed on this date.