

**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.gov

(Cover Sheet)**Date:** 4/12/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 5:05PM**EX-42897 EXMT-4840 EX-1 - Government
Bright Star Elementary (Douglas County School
ASP)**6300 John West Road, Douglasville GA 30134
Douglas County
(770) 651-3400 kacia.thompson@dcssga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/12/2023	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	, Fives, Six and older	3	44	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 44

Comments:

On April 12, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Ambra Cantrell, Co-Site Director. We discussed the Health and Safety Protocols, inclusive of handwashing and the importance of ensuring the staff is trained for emergency preparedness regarding Active Shooter/Dangerous Person. There are a total of 44 students present. As the students transition to the afterschool program, their hands are sanitized prior to receiving the snacks. Handwashing protocols are conducted prior to the eating, between activities and after toileting and/or playtime. After discussion and the review of the documents, the program is operating as approved. One-Day and Warning Letters were issued on this day.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.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:** 4/12/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 5:05PM**EX-42897 EXMT-4840 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) - EX-HS-.A(1) - Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, games, coloring, indoor and outdoor playtime that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

The equipment and furniture were observed to be properly secured, as applicable. All tables and chairs are wiped down, floors are cleaned and swiped twice daily.

EX-HS-.Q Swimming Pools & Water-related Activities (CS)**Met****Comment**

It was determined through discussion the Program does not provide swimming activities.

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

EX-HS-.C(1) - 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 the immunization records for each child.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Technical Assistance****Technical Assistance**

EX-HS-.X(1) - Technical assistance was provided regarding the posting of the exemption approval letter and certificated to be placed in the main entrance of the ASP.

Facility

Comment

EX-HS-.B(2) - 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)**Not Met****Finding**

EX-HS-.L(1) Fire Safety - 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, including a certificate of occupancy if required prior to receiving any children for care. It was determined through discussion the program had an inspection during the summer, however did not obtain a copy.

POI (Plan of Improvement)

Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Specialist.

Correction Deadline: 6/30/2023**EX-HS-.M Playgrounds (CS)****Met****Comment**

The Playground was 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)**Met****Comment**

It was determined through discussion, medication is not dispensed.

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

It was determined that the Program does provide parents with a copy of it's written policies and procedures.

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

There were no incidents or injuries that required reporting.

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

The Program does not sponsor field trips.

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

It was determined through discussion that age-appropriate discipline is communicated to staff on this date.

EX-HS-.R Transportation (CS)	Met
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Comment

The Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No safe sleep policies are necessary.

Staff Records

EX-HS-.K	Met
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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
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Comment

EX-HS-.N(1) - The Site Director is responsible for the supervision, operation, and maintenance of the program. The Site 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-.D Criminal Records and Comprehensive Background Checks (CS)	Not Met
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Finding

EX-HS-.D(2) The comprehensive records check must be processed by DECAL, and the comprehensive records check determination letter must be issued by DECAL. Any other fingerprint or records check, including those conducted by other state or federal agencies, will not satisfy the CAPS requirement. It was determined by the observation of records, none of the four (4) employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

POI (Plan of Improvement)

The Program will ensure that all of the employees will be fingerprinted and complete the application to obtain the comprehensive records check. The Program was issued a One Day Letter, accordingly

Correction Deadline: 4/17/2023

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, one (1) out of four (4) employees have met the standard criterion regarding the completion of CPR/First Aid training.

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; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on the review of records none of the four (4) staff members have completed the Health and Safety Orientation training.

POI (Plan of Improvement)

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

Correction Deadline: 5/31/2023

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 by through discussion the employees started with the program this fiscal school year, therefore have not completed all of the requirements regarding the annual training.

POI (Plan of Improvement)

The Program will ensure that all of the employees complete the annual 10 hours of training.

Correction Deadline: 5/31/2023

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.