

**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:** 5/15/2023**VisitType:** EX-Monitoring**Arrival:** 12:30PM **Departure:** 3:00PM**EX-50371 EXMT-15477 EX-1 - Government****F.A.S.T ASPIre**

11365 Crabapple Road, Roswell GA 30075 Fulton

County

(678) 321-1100 tatiane.smith@fastk8.org

Mailing Address

Same

Regional Consultant

Keia Cole

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keia.cole@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/15/2023	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
Room 109		0	0	Y	Age group: 11 - 14 (snack, homework, games)
Room 110		0	0	Y	Age group: 5 - 10 (snack, homework, games)

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

CAPS monitoring visit conducted with Mrs. Tatiane Smith, director, on May 15, 2023. The Program is currently operating within the parameters set forth by the approval conditions under Category 1. During the visit, children were not in the inspected activity due to school classes being in session. It has been explained to the director on this date to have the two (2) staff criminal background check determination letters ported to this facility.

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:** 5/15/2023**VisitType:** EX-Monitoring**Arrival:** 12:30PM **Departure:** 3:00PM**EX-50371 EXMT-15477 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**

It was observed throughout the Program that all areas used by the participants appeared to be clean and maintained.

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

Program does not provide swimming activities.

Children's Records**EX-HS-.C****Technical Assistance****Technical Assistance**

EX-HS-.C(4) - Technical assistance was provided to the director on this date to create a binder for all children's records for more efficient access to all necessary information. It was also discussed to maintain access to all immunization records of children participating in the activity.

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

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on review of records that the Program did not have families complete an acknowledgement form advising them that the Program is exempt from licensing.

POI (Plan of Improvement)

The Program will have all enrolled families sign and date an acknowledgement form advising them that the Program is exempt from licensing.

Correction Deadline: 5/17/2023**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 have a updated completed Fire Marshal inspection or Fire and Building Certificate of Occupancy.

POI (Plan of Improvement)

The Program will contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports and/or documents for future inspections.

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

Comment

Observed approval from the Department on this date.

Comment

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

Comment

Program appears clean and well maintained.

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

Comment

It was discussed on this date that the turf area used for additional play is monitored by staff while in use by children to ensure safety from the parking lot.

Comment

Playground 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

Medication is not dispensed

	Policies and Procedures
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EX-HS-.J Operational Policies & Procedures (NCP) **Not Met**

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 observation on this date that the Program does not have a functioning policy applicable to the designated category.

POI (Plan of Improvement)

The Program will develop a policy and ensure that it contains all required content.

Correction Deadline: 5/20/2023

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)**Not Met****Comment**

Determined age-appropriate discipline is communicated to staff on this date.

Finding

EX-HS-.E(2) requires that there is a written discipline policy. It was determined based on observation that the Program did not have a disciplinary policy.

POI (Plan of Improvement)

The Program will develop a disciplinary policy and ensure that it contains no physical or emotional harm will be imposed on children in participation.

Correction Deadline: 5/19/2023

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 infants are enrolled.

Comment

No safe sleep policies are necessary.

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

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(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 two (2) out of two (2) staff members did not have evidence of the Department's completed criminal records check ported to this facility.

POI (Plan of Improvement)

The Program will have all criminal records checks ported to this program location.

Correction Deadline: 5/26/2023

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

Observed evidence of two (2) out of two (2) staff trained in CPR and first aid on this date.

EX-HS-.P Staff Training (NCP)**Not Met****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 two (2) out of two (2) staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)

The Program will have the two (2) out of two (2) 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: 6/14/2023

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 based on review of records that two (2) out of two (2) 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: 6/14/2023

Staffing and Supervision

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

There were no children present for the activity on this date during the visit due to school classes being in session. Proper ratios and classroom capacities were discussed with the director on this date.