

**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:** 3/21/2024**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 4:20PM**EX-44277 EXMT-14063 EX-1 - Government
Columbus Parks & Recreation Community
Schools - Downtown Elementary**1400 1st Avenue, Columbus GA 31909 Muscogee
County
(706) 225-4652 thies.samantha@columbusga.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
3/21/2024	EX-Monitoring	NA	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	, Fives, Six and older	3	17	Y	Arts and Crafts / Homework

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 17

Comments:

On March 21, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Dolores Smith. The children's hands are washed/sanitized before eating, after toileting and physical play. It was determined through discussion and the review of records, the program is operating as approved.

Corrective Action Plan:Developed This Date



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:** 3/21/2024**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 4:20PM**EX-44277 EXMT-14063 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 arts & crafts, homework assistance, outdoor and indoor play 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 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, sex, 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)****Met****Comment**

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 by the examination of records, the last fire inspection was conducted October 2, 2023.

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.

Facility

Technical Assistance

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. Technical assistance was provided regarding the omission of soap in the girls restroom.

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

The facility appears to be clean and well maintained.

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

The Playground was observed to be clean and in good repair, however it is currently not in use.

Health and Hygiene**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**

The Program does not dispense medications.

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

It was determined by the review of records, the Program does execute emergency preparedness by conducting monthly fire and tornado drills.

Comment

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

Technical Assistance

Technical assistance was provided regarding the importance of conducting Lockdown/Active Shooter drills on a monthly 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**

The Program does not sponsor field trips.

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

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

Comment

EX-HS-.E(2) - It was determined by the review of records, the Program does have a disciplinary policy to maintain a positive approach to managing the children's behavior.

EX-HS-.R Transportation (CS)	N/A
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Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	N/A
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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 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
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Comment

15.3.2.1 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, three (3) out of three (3) employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

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

It was determined by the observation of records, three (3) out of three (3) employees have met the standard criterion regarding the completion of CPR/First Aid training.

EX-HS-.P Staff Training (NCP)	Met
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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, one (1) of three (3) staff members have completed the annual ten (10) clock hours of training. Two (2) of the staff members have been employed less than 90 days.

Comment

EX-HS-.W(1) 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 a review of records that three (3) out of three (3) staff members have completed the Health and Safety Orientation training.

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.