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.decal.ga.gov

(Cover Sheet)

Date: 1/26/2023 **VisitType:** EX-Monitoring **Arrival:** 2:55PM **Departure:** 5:15PM

EX-48543 EXMT-13967 EX-1 - Government
Marietta Community Schools - Sawyer Road Elementary ASP/BSP

840 Sawyer Road, Marietta GA 30062 Cobb County
(770) 429-9923 dwiley@marietta-city.k12.ga.us

Mailing Address

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929
Fax: (404) 591-4949
nilia.lalin@decal.ga.gov

Joint with:

Compliance Zone Designation		
1/26/2023	EX-Monitoring	Prevention

Prevention Action Category	**IntermediateAction Category**	**Dismissal Action Category**
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	2	37	Y	
Gym		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 2 #Children Count: 37

Comments:
A CAPS Monitoring Visit was completed on January 26, 2023. The Specialist met with Mr. Hettrich, program director. The visit report, One Day Letter, and resources were reviewed and emailed to the provider.

Corrective Action Plan:Developed This Date

Please refer the website, http://www.decal.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@decal.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: 1/26/2023 **VisitType:** EX-Monitoring **Arrival:** 2:55PM **Departure:** 5:15PM

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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Comment
A variety of activities for school age children were observed throughout the Program.

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

Comment
Program does not provide swimming activities.

Exemptions

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

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 submit a fire inspection report.

POI (Plan of Improvement)
The Program will submit a fire inspection report to the department within 30 business days.

Correction Deadline: 1/26/2023

Facility

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

Comment
No hazards observed accessible to children on this date.

Comment
Program appears clean and well maintained.

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

Comment
Playground observed to be clean and in good repair.

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
Medication is not dispensed by the program.

Policies and Procedures

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

Comment
It was determined that the program provides Parents a copy of the Program's written policies and procedures.

Comment
Observed evidence of written policies and procedures that describe the Program's operations on this date.

Technical Assistance
Program director reported that fire drills are conducted during school hours. Technical assistance provided regarding documenting fire drills.

EX-HS-.T Required Reporting (NCP) **Not Evaluated**

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
Staff were observed to maintain an age appropriate learning environment on this date.

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.

Staff Records

EX-HS-.K **Not Met**

Finding
EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that the program did not maintained a personel file on all employees.

POI (Plan of Improvement)
The Program will maintain a personnel file on all employees.

Correction Deadline: 1/31/2023

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 one out of six staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)
The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 1/26/2023

EX-HS-.W First Aid & 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 based on review of records that four out of six staff did not have CPR and First Aid training on file.

POI (Plan of Improvement)
The Program will ensure that staff members complete First Aid and CPR training within 90 days of hire date, maintain evidence on file, and submit to the department for review when requested.

Correction Deadline: 2/25/2023

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 three out of six staff members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)
The Program will ensure that staff member complete the health and safety training within 90 days of employment and submit to the department for review when requested.

Correction Deadline: 2/25/2023

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 out of six staff did not have 10 hours of ongoing training.

POI (Plan of Improvement)
The Program will ensure that all staff members complete 10 hours of ongoing annual training.

Correction Deadline: 2/25/2023

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.