

**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:** 5/15/2024**VisitType:** EX-Monitoring**Arrival:** 1:40PM**Departure:** 5:00PM**EX-58074 EXMT-20963 EX-1 - Government
DuBois Integrity Academy Inc.**749 Main St, Riverdale GA 30274 Clayton County
(770) 629-1235
ccason@duboisintegrityacademy.com**Mailing Address**

Same

Regional Consultant

Keia Cole

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keia.cole@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
5/15/2024	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
Media Center		0	0	Y	Room used for research. No children observed in space during visit.
Room 209	, Six and older	1	9	Y	
Room 210	, Six and older	1	11	Y	
Room 211	, Six and older	1	13	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 33

Comments:

In-person CAPS monitoring visit conducted with Ms. Stacy Randle, director, and Ms. Kymmberly Bridgeforth, director, on May 15, 2024. Visit began prior to the start of the activity. The Program is currently operating within the parameters set forth by the approval conditions under Category 1. It was stated that the Program may have a child attend the activity that is outside of the approved age range. It has been recommended that the Program complete an amendment application to increase the ages within the Program. The amendment application is due within 10 business days, no later than May 30, 2024. The Program is missing completed DECAL criminal background checks for 5 out of 7 staff members. Completed result status or separation notices are required within three (3) business days, no later than Monday, May 20, 2024.

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.

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:** 5/15/2024**VisitType:** EX-Monitoring**Arrival:** 1:40PM**Departure:** 5:00PM**EX-58074 EXMT-20963 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) - requires the Program to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was recommended to the director on this date to add a checkout column to the daily attendance roster. This would ensure accurate record keeping.

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

Observed compliance with the fire safety agencies on this date.

Technical Assistance

EX-HS-.X(3) - requires the program to meet the criteria for the exemption granted. It was stated during the visit by the Program officials that the activity may allow children younger than the approved ages listed in the conditions to participate under said stated category. The Program has been advised to submit an amendment through DECAL KOALA within ten (10) business days, no later than May 30, 2024.

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

Observed approval from the Department and fire safety agencies on this date.

Comment

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

EX-HS-.M Playgrounds (CS)**N/A****Comment**

No playground provided

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

Policies and Procedures

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

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

Comment

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

Comment

Observed evidence of written drills conducted within the Program on this date.

Comment

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

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**

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

Comment

Observed age-appropriate discipline policies on this date.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Comment

No safe sleep policies are necessary.

Staff Records

Technical Assistance

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 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.

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 on this date that five (5) out of seven (7) staff members did not have evidence of the Department's completed criminal records check.

POI (Plan of Improvement)

The Program will have the staff members missing the Department's criminal records checks complete the assessment within three (3) business days, submit a separation notice for those employees, or submit a CAPS opt out form.

Correction Deadline: 5/15/2024

Finding

EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that seven (7) out of seven (7) staff members did not have evidence of CPR training, first aid training, or both.

POI (Plan of Improvement)

The Program will have the seven (7) out of seven (7) staff members complete pediatric CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 6/14/2024

Technical Assistance

EX-HS-.P(1) - requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was recommended during the visit on this date that the Program have all current and new employees sign a document indicating the completion of the Program's initial orientation training. This document should be added to all staff members' personnel records.

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 seven (7) 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 seven (7) 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: 6/14/2024

Technical Assistance

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 stated by the Program that they were not aware of the ten (10) hours of additional child-related training. Guidance and resources were provided to the director during the visit on this date. It was explained that a citation would be issued moving forward for non-compliance.

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

Comment

Program observed to maintain appropriate staff: child ratios.