**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:** 11/30/2023 **VisitType:** EX-Monitoring **Arrival:** 2:00PM **Departure:** 4:20PM

**EX-42735 EXMT-12558 EX-1 - Government**
**Cobb County District ASP – Powder Springs Elementary School**

4570 Grady Grier Drive, Powder Springs GA 30127
Cobb County
(770) 222-3746 sharee.phillips@cobbk12.org

**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** | | |
|---|---|---|
| 11/30/2023 | EX-Monitoring | Intermediate |

| **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 | 4 | 48 | Y | |
| Playground | | 0 | 0 | N | |
| Playground 3rd to 5th gr. | | 0 | 0 | N | |

Group Sizes Met? N Total # Non-Care Staff Present: 0 #Staff Count: 4 #Children Count: 48

Comments:
A CAPS Monitoring Visit was completed on November 30, 2023. The Specialist met with Ms. Phillips, program director and Ms. Chastang, bookeeper.

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)**

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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**
Equipment observed to be properly secured, as applicable.

**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(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the exemption approval letter and certificate were not posted.

**POI (Plan of Improvement)**
The Program will post both the Exemption Approval Letter and Certificate.

**Correction Deadline: 11/30/2023**

**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 oreview of records that the program has not had a fire inspection in the last 12 months.

**POI (Plan of Improvement)**
The Program will follow and comply with the fire marshal guidelines and provide record to this department when requested.

**Correction Deadline: 11/30/2023**

## Facility

**EX-HS-.B** **Met**

**Comment**
Program located inside a public school and bathroom are down the hall. Supervision plan was discussed with the provider.

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

**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)** **Not Met**

**Finding**
EX-HS-.H(1) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, and after contamination by any other means. It was determined based on observation that children waiting in the cafeteria did not wash their hands before having snacks.

**POI (Plan of Improvement)**
The Program will ensure that all children was their hands before and after snacks.

**Correction Deadline: 11/30/2023**

**EX-HS-.I Medications (CS)** **N/A**

**Comment**
Medication is not dispensed

## Policies and Procedures

**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 review of records that the program had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

**POI (Plan of Improvement)**
The Program will establish and implement policies and procedures that will include components in in letters a,b, c, d, f, and g.

**Correction Deadline: 12/5/2023**

**EX-HS-.T Required Reporting (NCP)** **N/A**

**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**
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 maintain a personnel file that contained identifying information on all employees.

**POI (Plan of Improvement)**
The Program will maintain a personnel file on all employees that will include identifying information.

**Correction Deadline: 12/5/2023**

**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 two out of 12 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: 11/30/2023**

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**EX-HS-.W First Aid & CPR (NCP)** — **Technical Assistance**

**Technical Assistance**
TA provided to maintain copies of the first aid and CPR certification on file.

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**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 documentation that 12 out of 12 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 members complete the health and safety training within 90 days of employment and submit to the department for review when requested.

**Correction Deadline: 12/30/2023**

## Staffing and Supervision

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

**Comment**
Program observed to maintain appropriate staff: child ratios.