

**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:** 3/5/2025**VisitType:** EX-Monitoring**Arrival:** 2:10PM**Departure:** 4:00PM**EX-42706 EXMT-12534 EX-1 - Government
Cobb County District ASP - Hollydale Elementary
School**2901 Bayberry Drive, Marietta GA 30008 Cobb
County
(678) 594-8143 heriberto.sanchez@cobbk12.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
3/5/2025	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
2111	, Fives, Six and older	2	8	Y	
Cafeteria	, Fives, Six and older	3	48	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 56

Comments:

Specialist N. Lalin met with Mr. Sanchez, program director.

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:** 3/5/2025**VisitType:** EX-Monitoring**Arrival:** 2:10PM**Departure:** 4:00PM**EX-42706 EXMT-12534 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

The program provided a variety of age appropriate activities for the children.

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

A variety of equipment and toys were observed throughout the Program.

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

Program does not provide swimming activities.

Children's Records**EX-HS-.C****Met****Comment**

Observed children's files completed as required. The school clerk had access to the children's immunization records.

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

Observed the exemption approval letter and certificate posted. The program also submitted a current fire inspection report. It was also determined that parents enrolled in the program signed a form stating that they were informed that the program was exempt from licensing.

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

Program appears clean and well maintained.

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

No playground provided

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)

Met

Comment

Staff state proper knowledge of diapering procedures.

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

It was determined that the program provides Parents a copy of the Program's written policies and procedures. Observed documentation of completed emergency drills 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

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

EX-HS-.R Transportation (CS)

Technical Assistance

Technical Assistance

TA provided regarding checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)

N/A

Comment

No infants are enrolled.

Staff Records

EX-HS-.K

Technical Assistance

Technical Assistance

EX-HS-.K(1) - TA provided regarding maintaining identifying information on all staff members.

Comment

Criminal record checks were observed to be complete.

Comment

Observed evidence of staff training in CPR and first aid on this date.

Finding

EX_HS.P(1) requires all employees and provisional employees to receive initial program orientation prior to the assignment to children or tasks. It was determined based on review of records that one of eight staff did not complete the initial program orientation prior to assignment to children.

POI (Plan of Improvement)

The program will develop and provide orientation for all new staff prior to their assignment to children or tasks.

Correction Deadline: 3/5/2025

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

POI (Plan of Improvement)

The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 4/4/2025

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 that is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university, vocational program, or other department-approved source. It was determined based on review of records that seven out of eight employees did not complete 10 hours of ongoing training.

POI (Plan of Improvement)

The program will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 4/4/2025

Staffing and Supervision

Comment

Program observed to maintain appropriate staff: child ratios.