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: 5/15/2024 **VisitType:** EX-Monitoring **Arrival:** 1:30PM **Departure:** 4:30PM

EX-42739 EXMT-12609 EX-1 - Government
Cobb County District ASP - Riverside Primary Elementary School

461 South Gordon Road, Mableton GA 30126 Cobb County
(770) 819-5851 april.simmons@cobbk12.org

Mailing Address

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868
Fax: (770) 232-1931
rosalyn.elder@decal.ga.gov

Joint with:

Compliance Zone Designation		
5/15/2024	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	22	Y	Preparing for restroom break.
Gym		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 2 #Children Count: 22

Comments:
On May 15, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. April Simmons. During the visit we discussed Health and Safety Protocols. The students are lead by the teachers to the cafeteria as they transition to the afterschool program. The children hands are cleaned with soap and water prior to receiving the snacks. Handwashing protocols are conducted before and after eating, as well as after toileting and outdoor play. It was determined through the observation of records and through discussion, the program is operating as approved, however One Day and Warning letters were issued.

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-.A **Met**

Comment
EX-HS-.A(1) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, indoor and outdoor playtime, games and basketball that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child.

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

Comment
Equipment and furniture 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.

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, gender, 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) **Not Met**

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 in the main lobby.

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 that no report was provided to the Lead Consultant to confirm an inspection was conducted.

POI (Plan of Improvement)
Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Lead Consultant. A follow-up will be conducted during the next CAPS Health and Safety monitoring visit.

Correction Deadline: 8/2/2024

Facility

EX-HS-.B **Met**

Comment
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.

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

Comment
No hazards observed accessible to children on this date.

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. The children hands are cleaned with soap and water prior to receiving the snacks. Handwashing protocols are conducted before and after eating, as well as after toileting and outdoor play.

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

Comment
Medications are not dispensed.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP) **Not Met**

Comment
It was determined that the Program provides parents a copy of its written policies and procedures.

Comment
It was determined through the review of records the Provider does execute emergency preparedness by conducting monthly fire drills as well as severe weather and code red drills twice a year.

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 discussion and the review of records that the program had incomplete Policies and Procedures and evidence that letters a, b, c, d, f, and g were not met.

POI (Plan of Improvement)
The Program will revise the Policy and Procedures to include the standard requires are met regarding the inclusion of letters a,b,c,d,f and g. A follow-up will be conducted during the next CAPS Health and Safety Monitoring visit.

Correction Deadline: 8/1/2024

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**

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

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

Comment
The Program does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment
No safe sleep policies are necessary.

Staff Records

EX-HS-.K **Met**

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**

Comment
EX-HS-.N(1) - The Director is responsible for the supervision, operation, and maintenance of the program. The Director 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) **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 a review of records three (3) of four (4) employees have met the standard regarding the completion of the Criminal Record Checks through DECAL.s

POI (Plan of Improvement)
The Program will ensure all of the staff members complete the Criminal Record Checks prior to employment. A follow-up will be conducted within 3 days to ensure the employee has completed the Criminal Record Checks. It will also be reviewed during the next CAPS Health and Safety Monitoring visit.

Correction Deadline: 5/20/2024

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 by the review of records, one (1) of three (3) staff members have completed CPR/First Aid training. The one (1) staff member's CPR certification expired in 2023.

POI (Plan of Improvement)
The Program will ensure all of the employees complete CPR/First Aid training. A follow-up will be conducted during the next Health and Safety Monitoring visit.

Correction Deadline: 8/1/2024

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 by the review of records, one (1) of three (3) staff members have not completed the Health and Safety Orientation training.

POI (Plan of Improvement)
The Program will ensure all of the employees complete the Health and Safety Orientation training. A follow-up will be conducted during the next Health and Safety Monitoring visit.

Correction Deadline: 8/1/2024

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 by the review of records, three (3) of four (4) staff members have not completed the Annual 10 hours of training.

POI (Plan of Improvement)
The Program will ensure all of the employees complete the Annual Health and Safety training. A follow-up will be conducted during the next Health and Safety Monitoring visit.

Correction Deadline: 10/31/2024

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.