

**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.state.ga.us

(Cover Sheet)**Date:** 8/19/2024**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:20PM**EX-43846 EXMT-9114 EX-1 - Government
Sumter County Schools ASTEP - Sumter County
Primary**123 Learning Lane, Americus GA 31719 Sumter
County
(229) 931-8576 bsmith2@sumterschools.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
8/19/2024	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 (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
Classroom A	, Six and older	2	18	Y	
Classroom B	, Fours, Fives, Six and older	1	22	Y	
Gym		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 40

Comments:

On August 19, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Brandy Smith Mathis, Site Coordinator. Health and Safety protocols were discussed inclusive of the handwashing process. Handwashing/sanitation practices are completed, before and after eating, after toileting & outside play and if there is any sneezing present. It was determined through the observation of records and through discussion, the Program is operating as approved, however a Warning letter was issued.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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:** 8/19/2024**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:20PM**EX-43846 EXMT-9114 EX-1 - Government
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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, tutoring, outdoor play: side walk chalk, tag football, playground and indoor gym including basketball, board games and coloring books that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child.

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

The equipment and furniture were observed to be properly secured, as applicable. All the tables, chairs, etc. are wiped down and sanitized daily inclusive of before and after the children arrival/departure.

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

The 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)****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.

Facility

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. There were a total of 15 toilets and 8 sinks.

Finding

EX-HS-.X(4) - A program must be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined by the examination of records, there has not been a fire inspection within the last twelve (12) months.

POI (Plan of Improvement)

The Program will contact the proper authorities and schedule the annual fire inspection report. A follow-up will be conducted during the next Health and Safety monitoring visit.

Correction Deadline: 9/30/2024

Comment

The Playground was observed to be clean and in good repair. It is enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene

Comment

No diapered children are enrolled.

Comment

Hand washing was not observed during the visit but proper hand washing rules were discussed.

Comment

Medications are not dispensed.

Policies and Procedures

Comment

It was determined that the Program provides parents with a copy of it's written policies and procedures.

Comment

Observed evidence of written policies and procedures that describe the Program's operations on this date. The policy included emergency preparedness for fire, tornado, natural disaster and active shooter protocols.

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	Met
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Comment

The Program does sponsor field trips. Parents are expected to complete a permission slip and release to ASTEP After School Authority from any liability which may occur.

EX-HS-.E Discipline (CS)	Met
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Comment

Observed age-appropriate discipline policies on this date.

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

The Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No safe sleep policies are necessary.

Staff Records

EX-HS-.K	Met
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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
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Comment

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator 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)	Met
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Comment

Criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

Observed evidence of staff training in CPR and First Aid on this date.

EX-HS-.P Staff Training (NCP)	Met
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Comment

EX-HS-.W(1) All 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 observation of records, four (4) of four (4) staff members have completed the Health and Safety Orientation training.

Comment

The annual training has been completed by staff for FY 2023.

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

Met

Comment

Adequate supervision observed on this date.