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: 8/31/2022 **VisitType:** EX-Monitoring **Arrival:** 3:00PM **Departure:** 4:45PM

EX-55260 EXMT-19027 EX-1 - Government
Kittredge Magnet ASEDP

2383 North Druid Hills Road Atlanta, GA 30329,
Atlanta GA 30329 DeKalb County
(678) 874-6602
christy_r_steele@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224
Fax: (770) 302-9130
melissa.mcfarlin@decal.ga.gov

Joint with:

Compliance Zone Designation		
8/31/2022	EX-Monitoring	NA

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
101	, Six and older	1	15	Y	
104	, Six and older	1	16	Y	
107		0	0	Y	
108	, Six and older	1	17	Y	
109		0	0	Y	
212		0	0	Y	
214		0	0	Y	
217	, Six and older	1	11	Y	
Cafe	, Six and older	2	28	Y	
Gym		0	0	Y	
PG A	, Six and older	1	14	Y	
PG B	, Six and older	1	12	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 8 #Children Count: 113

Comments:
On August 31, 2022, an onsite visit was conducted at the facility for the purpose of a CAPS monitoring visit. September 12, 2022, an administrative review was completed to review required documents.

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).

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

(Findings Report)

Date: 8/31/2022 **VisitType:** EX-Monitoring **Arrival:** 3:00PM **Departure:** 4:45PM

EX-55260 EXMT-19027 EX-1 - Government
Kittredge Magnet ASEDP

2383 North Druid Hills Road Atlanta, GA 30329,
Atlanta GA 30329 DeKalb County
(678) 874-6602
christy_r_steele@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224
Fax: (770) 302-9130
melissa.mcfarlin@decal.ga.gov

Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

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) **Met**

Comment
Program does not provide swimming activities.

Children's Records

EX-HS-.C **Not Met**

Finding
EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child’s name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child’s primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child’s participation in the program. It was determined that the children's records submitted did not contain all the required identifying information, such as but not limited to, birth date, sex, address, living arrangement, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child’s primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child’s participation in the program.

POI (Plan of Improvement)
The Program will maintain a file for each child while such child is in care and for one year after that child is no longer enrolled.

Correction Deadline: 8/31/2022

Finding
EX-HS-.C(2) requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was determined based on the specialist's review of children's records that the program could not provide documentation that the program maintained a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the program on a form approved by the Department.

POI (Plan of Improvement)
The Program will maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and make the information available to the department.

Correction Deadline: 9/10/2022

Exemptions

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

Comment
The specialist observed evidence of compliance with fire safety agencies and fire inspections.

Facility

EX-HS-.L Physical Plant (NCP) — **Technical Assistance**

Technical Assistance
EX-HS-.L(3) - Staff will ensure that items that pose a hazard are inaccessible to children, including but not limited to all cleaning agents. Cleaning agents should be immediately locked and stored in a secure area made inaccessible to children after cleaning. The program submitted a supervision plan that will be implemented for children between the ages of 9-12 while desks are sanitized after transitions and at the end of the day.

EX-HS-.M Playgrounds (CS) — **Met**

Comment
Discussed maintenance of resilient surface. Please fluff and redistribute on Playground A.

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.

EX-HS-.I Medications (CS) — **N/A**

Comment
Medication is not dispensed.

Policies and Procedures

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

Comment
Observed evidence of written policies and procedures that describe the Program's operations 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) **Not Evaluated**

Comment
Program does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment
No safe sleep policies are necessary.

Staff Records

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 staff records, that five (5) of twenty nine (29) staff members did not have a satisfactory criminal records check determination associated with this program prior to being present with children.

POI (Plan of Improvement)
The Program will ensure that prior to employment with children, staff will complete and obtain a satisfactory criminal record check through the Department and ensure that it is associated with this program.

Correction Deadline: 8/31/2022

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

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

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

Comment
Observed initial orientation for all staff on this date.

Comment
Observed training for all staff members on this date.

Staffing and Supervision

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

Comment
Program observed to maintain appropriate staff: child ratios.