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: 6/26/2024 **VisitType:** EX-Monitoring **Arrival:** 9:30AM **Departure:** 12:20PM

EX-57231 EXMT-20538 EX-7 - Day camp
CAST CHRISTIAN DAY CAMP

721 Morrow Rd, Forest Park GA 30297 Clayton County
(678) 887-1854 pastorveta@newcovenantga.org

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
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keia.cole@decal.ga.gov

Joint with:

Compliance Zone Designation		
6/26/2024	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
Classroom A		0	0	Y	All ages (Group activities; Arts and Crafts)
Classroom G		0	0	Y	All ages (Group activities; Arts and Crafts)
Fellowship Hall	, Fours, Fives, Six and older	3	18	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 1 #Staff Count: 3 #Children Count: 18

Comments:
In-person CAPS monitoring visit conducted with Ms. Maveto Hylton, director, on June 26, 2024. The Program is not operating within the parameters set forth by the approval conditions under Category 7. The Program is missing completed DECAL criminal background checks for one (1) out of three (3) staff members. The Program is missing the facility's current Fire Marshal inspection report. Document needed within ten (10) business days, no later than Thursday, July 11, 2024. Unlicensed complaint completed due to 4-year-old child being present for day camp.

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 **Technical Assistance**

Technical Assistance
EX-HS-.A(1) - requires the Program to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Program Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. Be mindful of providing constructive activities for the children and reduce idled time.

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

Comment
It was observed throughout the Program that all areas used by the participants appeared to be clean and maintained.

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

Comment
Program does not provide swimming activities.

Children's Records

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

Technical Assistance
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 observed that the Program did not have access to children's records during the visit. It was advised that all children's files and the mandatory documents be accessible for review by the Department during inspections.

Finding
EX-HS-.C(4) requires the Program to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of records that the Program did not have enrolled children's records available on-site for review by the Department during the visit.

POI (Plan of Improvement)
The Program shall ensure accessibility of all children's records on-site during inspections by the Department.

Correction Deadline: 6/26/2024

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 on this date that the Program did not have posted the Exemption approval letter and certificate in a prominent place for families to see during drop-off and pick-up.

POI (Plan of Improvement)
The Program will post both the Exemption approval letter and the certificate in a prominent place for families to see.

Correction Deadline: 6/26/2024

Finding
EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on review of records that the Program did not have families complete an acknowledgement form advising them that the Program is exempt from licensing.

POI (Plan of Improvement)
The Program shall have all enrolled families sign and date an acknowledgement form advising them that the Program is exempt from licensing. This document shall be kept in the child's record and accessible during the Department inspection.

Correction Deadline: 6/26/2024

Finding
EX-HS-.X(3) requires the program to meet the criteria for the exemption granted. It was determined based on an investigation that the Program was not operating within the approval conditions set forth under the Category 7 - Day camp activity surrounding ages of children served. During the visit it was found that a 4-year-old child was present and participating in the activity's programming.

POI (Plan of Improvement)
The Program shall disenroll all under aged children and cease care under the exempt activity.

Correction Deadline: 6/26/2024

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 review of records that the Program did not have evidence of a recent Fire Marshal inspection available for review during the visit.

POI (Plan of Improvement)
The Program shall contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports and/or documents for future inspections.

Correction Deadline: 6/26/2024

Facility

EX-HS-.L Physical Plant (NCP) **Not Met**

Comment
Please be mindful to keep items that pose a hazard inaccessible to children.

Finding
EX-HS-.L(3) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation of Classroom G that the storage room did not have a lock on the door to prevent child access. It was observed in Classroom A that the back storage area near the restrooms contained a closet supplying paint and electrical wiring. The closet did not have a lock on the door preventing child access.

POI (Plan of Improvement)
The Program shall add locks to all doors containing hazardous material and storage supplies.

Correction Deadline: 6/26/2024

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

Comment
No playground provided

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) **Technical Assistance**

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

Comment
It was determined that the program provides Parents a copy of the Program's written policies and procedures.

Technical Assistance
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 observed on this date that the Program did not have a functioning policies and procedures document applicable to the designated category for review by the Department. It was advised to have this material available on-site during inspections. It was recommended to the Program director on this date to maintain written evidence of drills conducted within the Program.

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

Comment
Please be mindful of voice tone in redirecting children.

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.

Comment
No safe sleep policies are necessary.

Staff Records

EX-HS-.K **Technical Assistance**

Technical Assistance
EX-HS-.K(1) - equires 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 recommended to the director on this date to develop a binder for staff personnel information. This binder would contain employment applications, completed training certificates, criminal background check determination letters, and copies of completed CPR and first aid certificate verification.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) **Not Met**

Finding
EX-HS-.D(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director, each all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined based on review of records on this date that one (1) out of three (3) staff members did not have evidence of the Department’s completed criminal records check.

POI (Plan of Improvement)
The Program shall have the staff members missing the Department's criminal records checks complete the assessment prior to returning to the facility and providing care to the children under the listed category activity.

Correction Deadline: 6/26/2024

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 based on review of records that three (3) out of three (3) staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program shall have the three (3) out of three (3) staff members complete pediatric CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 7/26/2024

EX-HS-.P Staff Training (NCP) **Technical Assistance**

Technical Assistance
EX-HS-.P(1) - requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was recommended during the visit on this date that the Program have all current and new employees sign a document indicating the completion of the Program's initial orientation training. This document should be added to all staff members' personnel records.

Technical Assistance
EX-HS-.P(3) - equires 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 stated by the Program that they were not aware of the Health and Safety Orientation training. Guidance and resources were provided to the director during the visit on this date. It was explained on this date that any future non-compliance with this code would be cited as a violation.

Technical Assistance
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 stated by the Program that they were not aware of the ten (10) hours of additional child-related training. Guidance and resources were provided to the director during the visit on this date. It was explained on this date that any future non-compliance with this code would be cited as a violation.

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.