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: 4/2/2025 **VisitType:** EX-Monitoring **Arrival:** 2:00PM **Departure:** 4:25PM

EX-42893 EXMT-4836 EX-1 - Government
Annette Winn Elementary (Douglas County School ASP)

10521 Veterans Memorial Hwy, Lithia Springs GA 30122 Douglas County
(770) 651-2329 cydni.walker@dcssga.org

Mailing Address

Same

Exemption Unit Consultant

Rosalyn Elder

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

Joint with:

Compliance Zone Designation		
4/2/2025	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

Comments:
An in-person site visit was conducted on April 2, 2025 for the purposes of CAPS Health and Safety Monitoring. The child care program is in compliance with the approved exemption category.

Corrective Action Plan:No Plan Developed

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).

Director/Person-in-charge Signature______________________________

Printed Name____ Date_____________________

Specialist Signature____ Date_____________________

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(Findings Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A Activities **Met**

Comment
There is a daily planned program of varied and developmentally appropriate activities observed with various teaching methods to accommodate different learning styles.

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

Comment
The 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 Children's Records **Met**

Comment
Observed children's files as required. Each file also contain the child's immunization record and parental acknowledgement that the program is not licensed nor required to be licensed.

Exemptions

EX-HS-.X Exemption Requirements **Met**

Comment
EX-HS-.X(1) - The Program is in compliance with the posting of the exemption approval letter and certificate.

Comment
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 the review of records, the last fire inspection was completed May 28, 2024.

Facility

EX-HS-.B Bathrooms **Met**

Comment
Bathrooms are located adjacent to child care areas and rooms.

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

Comment
No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds(CS) **Met**

Comment
The playgrounds were 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 **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 **Technical Assistance**

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

Comment
The Provider does ensure emergency preparedness by executing regularly scheduled fire, tornado (severe weather) and lock down drills.

Technical Assistance
EX-HS-.J(1)(a-i) - 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 review of records all of the required policy and procedures were met with the except of letters f.

EX-HS-.T Required Reporting **Met**

Comment
There were no incidents or injuries that required reporting.

Safety

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

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

EX-HS-.S Field Trips **N/A**

Comment
The Program does not sponsor field trips.

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-.D Criminal Records and Comprehensive Background Checks(CS) **Met**

Comment
Criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR **Technical Assistance**

Technical Assistance
EX-HS-.W(1) - EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. Technical assistance was provided regarding health and safety standard requirement for the inclusion of Pediatric CPR training It was determined by the observation of records, five of the six staff members have completed Child CPR/First Aid training.

EX-HS-.K Personnel Records **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 Staff Requirements **Met**

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-.P Staff Training **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 based on a review of records, one of the six staff members have completed the health and safety orientation training.

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. A follow-up will be conducted during the next health and safety monitoring visit.

Correction Deadline: 6/3/2025

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 a review of records, none of the six staff members have completed the annual 10 hours of 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. A follow-up will be conducted during the next health and safety monitoring visit.

Correction Deadline: 6/3/2025

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.