

**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.gov

(Cover Sheet)**Date:** 11/29/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 3:40PM**EX-42698 EXMT-12493 EX-1 - Government
Cobb County District ASP - Birney Elementary
School**775 Smyrna - Powder Springs Road, Marietta GA
30060 Cobb County
(678) 842-6824 alexis.watts@cobbk12.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/29/2023	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
C2		0	0	Y	
Cafeteria	, Six and older	3	29	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 29

Comments:

A CAPS Monitoring Visit was completed on November 29, 2023. The Specialist met with Ms. Watts, program director.

Corrective Action Plan: No Plan Developed

Please refer the website, <http://www.dec.state.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@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:** 11/29/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 3:40PM**EX-42698 EXMT-12493 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

Equipment observed to be properly secured, as applicable. Program was located in a public school.

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

Program does not provide swimming activities.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Technical Assistance****Comment**

Observed the exempt approval letter and certificated posted in the main office.

Technical Assistance

TA provided to maintain a copy of the fire marshal inspection report.

Facility**EX-HS-.B****Met****Comment**

The program is located in a public school and bathrooms are down the hall. Discussed children's supervision when going to the bathroom.

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

Program appears clean and well maintained.

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**

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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) **Met**

Comment

Discussed proper medication documentation and procedures. Medication is kept at the nurses office.

Policies and Procedures

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

Comment

Observed evidence of written emergency drills on this date.

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 review of records that the program had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

POI (Plan of Improvement)

The Program will establish and implement policies and procedures that will include components in in letters a,b, c, d, f, and g.

Correction Deadline: 12/4/2023

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

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

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

Staff Records

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)	Technical Assistance
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Comment
Observed training for all staff members on this date.

Technical Assistance
TA provided to document initial orientation for all staff on this date.

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS)	Met
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Comment
Program observed to maintain appropriate staff: child ratios.