

**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:** 9/10/2025**VisitType:** EX-CAPS-Monitoring**Arrival:** 2:00PM**Departure:** 4:00PM**EX-42896 EXMT-4839 EX-1 - Government
Bill Arp Elementary (Douglas County School
ASP)**6550 Alexander Parkway, Douglasville GA 30135
Douglas County**Mailing Address****Exemption Unit Consultant**

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.us

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
9/10/2025	EX-CAPS-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)	

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
204	, Six and older	1	12	Y	
206	, Fives	1	11	Y	
216	, Six and older	1	13	Y	
Cafeteria	, Six and older	2	17	Y	
Gym		0	0	Y	
Playground A		0	0	Y	
The Landing	, Six and older	2	10	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 63

Comments:

The program was operating within the exemption approval.

Please refer to the Exemption page of the website, <https://www.decal.ga.gov/CCS/Exemptions.aspx> for information regarding 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

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the user id for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific standard number(s) that you are refuting, add the reason for disagreement regarding the standard citation, and upload supporting documentation.
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

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Joint with:

The following information is associated with a EX-CAPS-Monitoring:**Activities and Equipment****EX-HS-.A Activities****Met****Comment**

EX-HS-.A - Activities appropriate

EX-HS-.F Equipment & Toys**Met****Comment**

EX-HS-.F - Equipment Observed Secured

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

EX-HS-.Q - No Swimming Activities Provided

Children's Records**EX-HS-.C Children's Records****Met****Comment**

EX-HS-.C - Observed children's files as required

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

EX-HS-.X - Compliance observed - zoning, fire safety

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

EX-HS-.B - Toilets and sinks available

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

EX-HS-.L - Observation-Program Clean/Well Maintained

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

EX-HS-.M - Observation-Clean/Good Repair

Health and Hygiene

EX-HS-.U Diapering Areas & Practices(CS)	N/A
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Comment

EX-HS-.U - No diapered children enrolled

EX-HS-.H Hygiene	Met
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Comment

EX-HS-.H - Observed-Staff Remind Children Wash Hand

EX-HS-.I Medications(CS)	N/A
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Comment

EX-HS-.I - Medication not dispensed

Policies and Procedures

EX-HS-.J Operational Policies & Procedures	Not Met
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Finding

EX-HS-.J(2) requires programs to conduct drills for fire, tornado, 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; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, and other emergency situations. The 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. It was determined based on review of records that the fire drill documentation had missing the number of children present during the fire drill and the length of the drill.

POI (Plan of Improvement)

The program will conduct the drills as required and maintain the documentation of the drills on file for two years.

Correction Deadline: 9/11/2025

EX-HS-.T Required Reporting	Met
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Comment

EX-HS-.T - No incidents/injuries requiring reporting

Safety

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

EX-HS-.E - Observed-Discussion/Redirection

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

EX-HS-.S - No field trips

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

EX-HS-.R - No Routine Transportation Provided

Sleeping & Resting Equipment

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

EX-HS-.V - No infants enrolled

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 10

Staff # 1

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff # 2

Not Met

Date of Hire: 01/03/2023"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff # 3

Not Met

Date of Hire: 06/09/2009

"Missing/Incomplete Components"

EX-HS-.K(1)-Phone Number Missing,EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4

Not Met

Date of Hire: 09/25/2017

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff # 5

Not Met

Date of Hire: 01/16/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff # 6

Not Met

Date of Hire: 08/10/1998

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff # 7

Not Met

Date of Hire: 12/05/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff # 8

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff # 9

Not Met

Date of Hire: 08/01/2024

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff # 10

Not Met

Date of Hire: 10/31/2023

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

EX-HS-.D Criminal Records and Comprehensive Background Checks(CS)	Met
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Comment

EX-HS-.D - Criminal Records Check complete

EX-HS-.G First Aid & CPR(CS)	Met
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Comment

EX-HS-.G - Please add or edit the comment under the view findings button.

EX-HS-.K Personnel Records	Not Met
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Finding

EX-HS-.K(1)(a-c) requires 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: (a) identifying information to include name, date of birth, current address, and current telephone number; (b) evidence of all training required by these standards, which shall include title of training, date of training, trainer's signature, location of training, and number of clock hours obtained; and (c) verification of a satisfactory criminal background check. It was determined based on records that the program did not maintain a completed personnel file for ten out of ten staff members.

POI (Plan of Improvement)

The program will secure required information for all personnel. The program will ensure that complete information is in the personnel file for all directors, employees, provisional employees, personnel, staff, students-in-training, volunteers, clerical staff, housekeeping staff, maintenance staff, and other support staff.

Correction Deadline: 9/10/2025

EX-HS-.N Staff Requirements	Met
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Comment

EX-HS-.N - Director available

EX-HS-.P Staff Training	Not Met
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Finding

EX-HS-.P(4)(a-b)requires, staff complete annual training (a) Every calendar year after the first year of employment, the Provider, Provisional Employees and Employees shall attend ten (10) clock hours of diverse training which is offered by an accredited college, university or vocational program or other Department-approved source.

(b) The annual ten (10) clock hours of training shall include the following:

1. At least two (2) hours in evidence based, developmentally appropriate language and literacy practices;
2. At least two (2) hours in on-going child development and health and safety related topics, which could include, but not be limited to:

(i) Child development (e.g., developmental domains (cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; approaches to play and learning), discipline and guidance techniques, children with special needs);

(ii) Health (e.g., nutrition and the support of breast feeding, physical activity, prevention and control of illnesses and infectious diseases, immunizations, prevention of and response to emergencies due to food and allergic reactions, cleanliness, sanitation, and the appropriate disposal of bio contaminants);

(iii) Safety (e.g., prevention of Sudden Unexpected Infant Death (SUID) which includes Sudden Infant Death Syndrome (SIDS) and the use of safe sleeping practices, medication administration, injury control and prevention, transportation, handling and storage of hazardous materials, identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic, and emergency preparedness planning and response);

(iv) Child abuse and neglect (e.g., identification and reporting, meeting the needs of abused and/or neglected children, prevention of shaken baby syndrome, abusive head trauma and child maltreatment).

3. No more than two (2) of the required ten (10) hours in business-related topics (e.g., parental communication, recordkeeping, management, business planning).

It was determined based on review of records that six out of ten staff did not complete ten hours of ongoing 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.

Correction Deadline: 9/10/2025

Staffing and Supervision

Comment

EX-HS-.O - Observed-Adequate Supervision