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: 3/13/2024 **VisitType:** EX-Monitoring **Arrival:** 12:15PM **Departure:** 4:45PM

EX-43919 EXMT-6426 EX-1 - Government
DeKalb County Schools ASEDP - Wynbrooke

440 Wicksbury Way, Stone Mountain GA 30087
DeKalb County
(678) 676-5002
valeria_hicks@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
Fax: (770) 342-7801
keia.cole@decal.ga.gov

Joint with:

Compliance Zone Designation		
3/13/2024	EX-Monitoring	Intermediate

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
Cafeteria	PreK, Fives, Six and older	1	30	Y	
Gym	, Six and older	1	13	Y	Sports Camp
Playground		0	0	Y	Not in use
Playground		0	0	Y	Not in use
Room 311 Media Center	, Six and older	0	13	N	No ASP teacher present
Room 335	PreK, Fives, Six and older	0	18	N	ASP teacher must be in the classroom with the vendors during the activity.
Room 339 (Art)	, Six and older	1	29	Y	
Room 402		0	0	Y	Not in use
Room 416		0	0	Y	Not in use
Room 424	, Six and older	1	12	Y	
Room 462		0	0	Y	Not in use
Room 474	, Six and older	1	14	Y	
Room 476		0	0	Y	Not in use - 3rd grade
Room 510		0	0	Y	Not in use
Room 556		0	0	Y	Not in use - PK room
Room 564		0	0	Y	Not in use

Room 565	, Six and older	1	1	Y	
Room 577		0	0	Y	Not in use

Group Sizes Met? N Total # Non-Care Staff Present: 8 #Staff Count: 6 #Children Count: 130

Comments:
In-person CAPS monitoring visit conducted with Mr. Andrew Hawk, bookkeeper, and Ms. Katina Thigpen, co-director, as Ms. Valeria Hicks, director, was out of the facility on March 13, 2024. Visit began prior to the start of the activity. The Program is currently operating within the parameters set forth by the approval conditions under Category 1. The Program is missing completed DECAL criminal background checks for 19 out of 19 staff members. Completed result status or separation notices are required within three (3) business days, no later than Monday, March 18, 2024. The Program is missing the facility's current Fire Marshal inspection report. Document needed within ten (10) business days, no later than Wednesday, March 27, 2024.

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: 3/13/2024 **VisitType:** EX-Monitoring **Arrival:** 12:15PM **Departure:** 4:45PM

EX-43919 EXMT-6426 EX-1 - Government
DeKalb County Schools ASEDP - Wynbrooke

440 Wicksbury Way, Stone Mountain GA 30087
DeKalb County
(678) 676-5002
valeria_hicks@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
Fax: (770) 342-7801
keia.cole@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
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.

Exemptions

EX-HS-.X Exemption Requirements (NCP) **Not Met**

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 a completed current Fire Marshal inspection, building, or fire Certificate of Occupancy.

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

Correction Deadline: 4/30/2024

Facility

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

Comment
Observed approval from the Department and local zoning authorities on this date.

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

EX-HS-.M Playgrounds (CS) **Technical Assistance**

Comment
Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment
Playground observed to be clean and in good repair.

Technical Assistance
EX-HS-.M(3) - requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was discussed with the bookkeeper on this date to re-evaluate the Pre-K/2nd grade playground area and the 3rd/5th grade playground area by adding mulch or adding additional mulch around the edge of the resilient surface on the playground where it transitions to the ground. This effort would level the transition from the rubberized surface to the ground; hence, assisting in reducing a tripping hazard. During the visit, it was observed that there was a tripping hazard when transitioning from or to the ground and the rubberized resilient surface area.

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
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.

Comment
Observed evidence of written drills conducted within the Program on this date.

Comment
Observed the Program's written emergency plan 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
Determined age-appropriate discipline is communicated to staff on this date.

Comment
Observed age-appropriate discipline policies on this date.

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) - It was recommended to the bookkeeper and co-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(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 review of records on this date that 19 out of 19 staff members did not have evidence of the Department's completed criminal records check.

POI (Plan of Improvement)
The Program will have the staff members missing the Department's criminal records checks complete the assessment within three (3) business days, submit a separation notice for those employees, or submit a CAPS opt out form.

Correction Deadline: 3/18/2024

EX-HS-.W First Aid & CPR (NCP) **Not Met**

Finding
EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that 19 out of 19 staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program will have the 19 out of 19 staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 4/12/2024

EX-HS-.P Staff Training (NCP) **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 review of records that 16 out of 19 staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)
The Program will have the 16 out of 19 staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 4/12/2024

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 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 determined based on review of records that 19 out of 19 staff members did not have evidence of ten (10) additional hours of child-related task-focused training.

POI (Plan of Improvement)
The Program will have all staff members comply with the required ten (10) additional hours of child-related task-focused training. The Program will maintain copies of all annually completed training certificates from all staff members for future review by the Department.

Correction Deadline: 4/12/2024

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS) **Not Met**

Finding
EX-HS-.O(3) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that the after-school teacher in the Media Center (room 311) and the teacher in the Music room (room 335) were not present in the classrooms during the activity on this date.

POI (Plan of Improvement)
The Program will ensure all teachers are present and alert in all classrooms during the scheduled activity.

Correction Deadline: 3/13/2024