

**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:** 10/18/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 3:55PM**EX-43846 EXMT-9114 EX-1 - Government
Sumter County Schools ASTEP - Sumter County
Primary**123 Learning Lane, Americus GA 31719 Sumter
County
(229) 931-8576 nmerritt@sumterschools.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
10/18/2023	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
Classroom A	, Fives, Six and older	1	18	Y	Computer Time
Classroom B		0	0	Y	The children are on the playground.
Gym		0	0	Y	
Playground	, Fours, Fives	1	18	Y	Playing

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 36

Comments:

On October 18, 2023, an in-person visit was conducted at the facility for the purpose of CAPS Health and Safety Monitoring with Ms. Brandy Smith-Mathis, Site Coordinator. There were a total of 36 students present. As the students transition to the afterschool program, their hands are sanitized prior to receiving the snacks. Handwashing protocols are conducted prior to the eating, between activities and after toileting and/or playtime. After discussion and the review of the documents, the program is operating as approved.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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:** 10/18/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 3:55PM**EX-43846 EXMT-9114 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(1) - The Provider does ensure there is a daily variety of activities such as vision boards, field trips, reading, homework assistance, board and sidewalk games, gym time, computer rotation, and creative arts that that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child.

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

The equipment and furniture observed to be properly secured, as applicable. The toys and laptops after use, are sanitized and wiped down daily.

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

The Program does provide swimming activities through the Barlow Pool (Sumter County Parks & Recreation) during the summer time. There is a life guard available at all times. The student/teacher ratio was also discussed to ensure each child is supervised appropriately..

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

EX-HS-.C(1) – The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, gender, address, and names for the parent/guardian. if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released.

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

EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area.

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 by the observation of records, the last fire inspection was conducted June 27, 2022.

POI (Plan of Improvement)

Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Specialist.

Correction Deadline: 11/30/2023

Facility	
EX-HS-.B	Met

Comment

EX-HS-.B(2) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels.

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

The facility was observed to be clean and well maintained.

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

The Playground was observed to be clean and in good repair. It is enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene	
EX-HS-.U Diapering Areas & Practices (CS)	N/A

Comment

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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

It was determined through discussion the provider does not administer medication.

Policies and Procedures	
EX-HS-.J Operational Policies & Procedures (NCP)	Met

Comment

It was determined that the Program does provide parents a copy of it's written policies and procedures.

Comment

It was determined through observation the Program' does have a written emergency plan on this date.

EX-HS-.T Required Reporting (NCP)	Met
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Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S

Met

Comment

Reviewed the field trip roster (checklists) and parent's permission slip on this day.

EX-HS-.E Discipline (CS)

Met

Comment

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

EX-HS-.R Transportation (CS)

Met

Comment

Checklists, permission forms, emergency contact information and proper check of the attendees before and after transportation were discussed with the Site Coordinator. The children are transported on a bus by the Sumter County School System.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)

Met

Comment

No infants are enrolled.

Staff Records

EX-HS-.K

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

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

Met

Comment

15.3.2.1 The comprehensive records check must be processed by DECAL, and the comprehensive records check determination letter must be issued by DECAL. Any other fingerprint or records check, including those conducted by other state or federal agencies, will not satisfy the CAPS requirement. It was determined by the observation of records, all of the employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

EX-HS-.W First Aid & CPR (NCP)

Met

Comment

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. It was determined by the observation of records, all of the employees have met the standard criterion regarding the completion of CPR/First Aid training.

Comment

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 by the observation of records, all of the employees have completed the annual ten (10) clock hours of training.

Comment

EX-HS-.W(1) All 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 nine (9) out of 28 staff members have completed the Health and Safety Orientation training. It was determined by the observation of records, all of the employees have completed the Health and Safety Orientation training.

Staffing and Supervision

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

Met

Comment

Adequate supervision was observed on this date.