

**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:** 4/18/2024**VisitType:** EX-Monitoring**Arrival:** 2:05PM**Departure:** 4:20PM**EX-42914 EXMT-4858 EX-1 - Government  
MT. Carmel Elementary (Douglas County School  
ASP)**2356 Fairburn Road, Douglasville GA 30135  
Douglas County  
(770) 651-4200 kacia.thompson@dcssga.org**Mailing Address**

Same

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.gov

Joint with:

| <b>Compliance Zone Designation</b> |               |            | <b>Prevention Action Category</b> | <b>Intermediate Action Category</b> | <b>Dismissal Action Category</b> |
|------------------------------------|---------------|------------|-----------------------------------|-------------------------------------|----------------------------------|
| 4/18/2024                          | EX-Monitoring | Prevention | <b>Prevention Level 1 (P1)</b>    | <b>Intermediate Level 1 (I1)</b>    | <b>Dismissal (D)</b>             |
|                                    |               |            | Technical Assistance              | Corrective Action Plan              | Dismissal                        |
|                                    |               |            |                                   | Office Conference                   | Disqualification                 |
|                                    |               |            | <b>Prevention Level 2 (P2)</b>    | <b>Intermediate Level 2 (I2)</b>    |                                  |
|                                    |               |            | Citation                          | Fine (Level 1 or 2)                 |                                  |
|                                    |               |            | Plan of Improvement               |                                     |                                  |
|                                    |               |            | <b>Prevention Level 3 (P3)</b>    | <b>Intermediate Level 3 (I3)</b>    |                                  |

**Staff: Child Ratios**

| Room Description    | Age Groups      | Staff Count | Children Count | State Ratio Met | Notes |
|---------------------|-----------------|-------------|----------------|-----------------|-------|
| 205                 |                 | 0           | 0              | Y               |       |
| 206                 |                 | 0           | 0              | Y               |       |
| 225                 |                 | 0           | 0              | Y               |       |
| 234                 |                 | 0           | 0              | Y               |       |
| 243                 |                 | 0           | 0              | Y               |       |
| Art Room            |                 | 0           | 0              | Y               |       |
| Cafeteria           | , Six and older | 3           | 56             | Y               |       |
| Gym                 |                 | 0           | 0              | Y               |       |
| Playground          |                 | 0           | 0              | Y               |       |
| Playground K to 2nd |                 | 0           | 0              | Y               |       |

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 56

**Comments:**

The Specialist met with Ms. Morgan, program's new director, for the purpose of completing a CAPS Monitoring Visit.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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](mailto: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:** 4/18/2024**VisitType:** EX-Monitoring**Arrival:** 2:05PM**Departure:** 4:20PM**EX-42914 EXMT-4858 EX-1 - Government  
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Joint with:

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

Age appropriate activities and equipment observed on the this date.

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

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****Met****Comment**

Children's immunizations were observed and reviewed on this date.

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

EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the exemption approval letter and certificate were not posted by the program's main entrance.

**POI (Plan of Improvement)**

The Program will post both the Exemption Approval Letter and Certificate.

**Correction Deadline: 4/19/2024****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 submit a fire inspection report for review.

**POI (Plan of Improvement)**

The Program will submit a fire inspection report completed by the fire marshal and submit to this department during the next visit.

**Correction Deadline: 4/18/2025**

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

|                                      |            |
|--------------------------------------|------------|
| <b>EX-HS-.L Physical Plant (NCP)</b> | <b>Met</b> |
|--------------------------------------|------------|

**Comment**

Program appears clean and well maintained.

|                                  |            |
|----------------------------------|------------|
| <b>EX-HS-.M Playgrounds (CS)</b> | <b>Met</b> |
|----------------------------------|------------|

**Comment**

Playground observed to be clean and in good repair.

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

|                                                      |            |
|------------------------------------------------------|------------|
| <b>EX-HS-.U Diapering Areas &amp; Practices (CS)</b> | <b>N/A</b> |
|------------------------------------------------------|------------|

**Comment**

No diapered children are enrolled.

|                               |            |
|-------------------------------|------------|
| <b>EX-HS-.H Hygiene (NCP)</b> | <b>Met</b> |
|-------------------------------|------------|

**Comment**

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

|                                  |            |
|----------------------------------|------------|
| <b>EX-HS-.I Medications (CS)</b> | <b>N/A</b> |
|----------------------------------|------------|

**Comment**

Medication is not dispensed

|                                |
|--------------------------------|
| <b>Policies and Procedures</b> |
|--------------------------------|

|                                                             |                             |
|-------------------------------------------------------------|-----------------------------|
| <b>EX-HS-.J Operational Policies &amp; Procedures (NCP)</b> | <b>Technical Assistance</b> |
|-------------------------------------------------------------|-----------------------------|

**Comment**

Observed evidence of written policies and procedures that describe the Program's operations on this date.

**Technical Assistance**

TA provided to maintain completed emergency drills documentation.

|                                          |            |
|------------------------------------------|------------|
| <b>EX-HS-.T Required Reporting (NCP)</b> | <b>Met</b> |
|------------------------------------------|------------|

**Comment**

There were no incidents or injuries that required reporting.

|               |
|---------------|
| <b>Safety</b> |
|---------------|

|                 |            |
|-----------------|------------|
| <b>EX-HS-.S</b> | <b>N/A</b> |
|-----------------|------------|

**Comment**

No field trips are offered

|                                 |            |
|---------------------------------|------------|
| <b>EX-HS-.E Discipline (CS)</b> | <b>Met</b> |
|---------------------------------|------------|

**Comment**

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

**Comment**

Program does not provide routine transportation.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

**Comment**

No infants are enrolled.

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

**Comment**

Criminal record checks were observed to be complete.

**Technical Assistance**

TA provided to schedule a first aid and CPR training and update certification on file.

**Finding**

EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on review of records that three out of five staff members did not receive an Initial Program Orientation prior to assignment to children.

**POI (Plan of Improvement)**

All staff members will receive an Initial Program Orientation prior to assignment to children.

**Correction Deadline: 5/20/2024****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 documentation that three out of eight staff members did not complete the 10 hours health and safety training within 90 days of employment.

**POI (Plan of Improvement)**

The Program will ensure that staff members complete the health and safety training within 90 days of employment and submit to the department for review when requested.

**Correction Deadline: 5/18/2024****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 five out of eight employees did not complete 10 hours of ongoing training.

**POI (Plan of Improvement)**

The Program will ensure that all employees complete 10 hours of ongoing annual training.

**Correction Deadline: 12/31/2024**

|  |                                 |
|--|---------------------------------|
|  | <b>Staffing and Supervision</b> |
|--|---------------------------------|

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

**Comment**

Program observed to maintain appropriate staff: child ratios.