

**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:** 3/25/2024**VisitType:** EX-Monitoring**Arrival:** 12:25PM **Departure:** 3:45PM**EX-43898 EXMT-6405 EX-1 - Government
DeKalb County Schools ASED - McLendon**3169 Hollywood Drive, Decatur GA 30033 DeKalb
County
(678) 676-5902
charles_ficklin@dekalbschoolsga.org**Mailing Address**

Same

Regional Consultant

Keia Cole

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Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
3/25/2024	EX-Monitoring	Intermediate	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
Cafeteria	PreK, Fives, Six and older	4	35	Y	Attendance, snack
Gym		0	0	Y	Ball play
Room 101		0	0	Y	Homework, snack, arts/crafts
Room 201		0	0	Y	Arts/crafts; snack

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 35

Comments:

In-person CAPS monitoring visit conducted with Mr. Charles Ficklin, co-director, and Ms. Ashley McCoy, co-director, on March 25, 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 one (1) out of 12 staff members. Completed result status or separation notices are required within three (3) business days, no later than Thursday, March 28, 2024. The Program is missing the facility's current Fire Marshal inspection report. Document needed within ten (10) business days, no later than Monday, April 8, 2024.

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.

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:** 3/25/2024**VisitType:** EX-Monitoring**Arrival:** 12:25PM **Departure:** 3:45PM**EX-43898 EXMT-6405 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**

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 Fire Marshal inspection, fire Certificate of Occupancy, or building 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: 4/19/2024**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Observed approval from the Department on this date.

Comment

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

Technical Assistance

EX-HS-.M(1) - requires that playgrounds be protected from traffic or other hazards by a 4 four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was reported by the co-director on this date that the program has a supervision plan in place for safety surrounding the open fence area near the building and the parking lot in efforts to keep a watchful eye on all children at play while on the playground.

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 co-director on this date to re-evaluate the 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)

Met

Comment

Discussed proper medication documentation and procedures.

Comment

Observed medication stored inaccessible to children

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
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Comment

No field trips are offered

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

Comment

No safe sleep policies are necessary.

Staff Records

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)	Not Met
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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 one (1) out of 12 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: 3/28/2024

EX-HS-.W First Aid & CPR (NCP)	Not Met
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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 12 out of 12 staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)

The Program will have the 12 out of 12 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: 4/21/2024

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 records that 12 out of 12 staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)

The Program will have the 12 out of 12 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: 4/21/2024

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 12 out of 12 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: 4/21/2024

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.