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: 2/20/2024 **VisitType:** EX-Monitoring **Arrival:** 2:35PM **Departure:** 5:05PM

EX-45420 EXMT-10782 EX-1 - Government
DeKalb County Schools ASEDP - Pine Ridge

750 Pine Ridge Drive, Stone Mountain GA 30087
DeKalb County
(678) 676-3450 Deborah_Moore-Sanders@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Sherri Thompson

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Joint with:

Compliance Zone Designation		
2/20/2024	EX-Monitoring	Prevention

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		0	0	N	
Classroom - 3rd-5th Grades		0	0	N	
Classroom - K-2nd Grade	, Fives, Six and older	2	25	Y	The staff member in charge of the children did not know how many children were within each age group. A second staff member joined the the grouping a few minutes into the visit.
Gym		0	0	N	
Playground		0	0	N	

Group Sizes Met? N Total # Non-Care Staff Present: 0 #Staff Count: 2 #Children Count: 25

Comments:
The purpose of this visit was to conduct a CAPS monitoring visit.

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).

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(Findings Report)

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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A **Met**

Comment
EX-HS-.A(2)(a)-(c) - Individual attention to children in care was observed at the time of the visit.

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

Comment
A variety of equipment and toys were observed throughout the Program.

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

Comment
Program does not provide swimming activities.

Children's Records

EX-HS-.C **Technical Assistance**

Technical Assistance
EX-HS-.C(1) - Please ensure enrollment forms include all required information to include the following: EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child’s name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child’s primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child’s participation in the program.

Exemptions

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

Finding
EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on a review of a sample of three children's records that all three records did not include the parent's signed exemption statement.

POI (Plan of Improvement)
The Program will ensure that all children's records include the parent's signed exemption statement.

Correction Deadline: 2/27/2024

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 the Specialist's review of the available fire inspection that an annual inspection had not taken place. The date of the last fire inpsection was 7/18/2022.

POI (Plan of Improvement)
The Program will [ ].

Correction Deadline: 2/20/2024

Comment
EX-HS-.X(5) - Please ensure an email address is kept up to date with the Department.

Facility

EX-HS-.B **Met**

Comment
EX-HS-.B(4) - Bathrooms were observed to be adequately stocked with required supplies.

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

Comment
No hazards observed accessible to children on this date.

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

Comment
Playground observed to be clean and in good repair.

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) **Not Evaluated**

Comment
Medication administration was not observed at the time of the visit.

Policies and Procedures

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

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
Age-appropriate discussion and/or redirection observed.

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.

Staff Records

EX-HS-.K **Not Met**

Finding
EX-HS-.K(1) 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: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the Specialist's review of all staff records that the records were maintained in an incomplete manner. The records did not include the following : identifying information to include: name, date of birth, social security number, current address and current telephone number; and employment history.

POI (Plan of Improvement)
The Program will maintain complete files with the required information.

Correction Deadline: 3/3/2024

EX-HS-.N **Met**

Comment
EX-HS-.N(1) - An individual was in charge of the program on the date of the visit as the Director was not present.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) **Not Met**

Finding
EX-HS-.D(4) requires a program must immediately require a new Comprehensive Background Check Determination if the program knows or reasonably should know that a Director or Employee has been arrested or charged for any covered Crime. It was determined based on the Specialist's review of all five staff records that two out of the five criminal background checks were expired. The staff members are indicated on the staff list within this visit report. A one- day letter for both staff members was issued at the time of the visit. One staff member was the Director of the program and was not present on the date of the Visit. The second staff member was observed to be in charge of a grouping of children as the sole staff member.

POI (Plan of Improvement)
The Program will obtain satisfactory criminal background checks as soon a feasible and abide by the issued one-day letter.

Correction Deadline: 2/23/2024

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

Comment

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.P Staff Training (NCP) **Not Met**

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 the Specialist review of all staff records that there was no documentation of ongoing training.

POI (Plan of Improvement)

The Program will ensure that each staff member has ten hours of ongoing training documented in their staff record.

Correction Deadline: 3/21/2024

Staffing and Supervision

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

Comment

Adequate supervision observed on this date.