

**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.al.ga.gov

(Cover Sheet)**Date:** 3/28/2024**VisitType:** EX-Monitoring**Arrival:** 3:15PM**Departure:** 5:00PM**EX-42899 EXMT-4842 EX-1 - Government
Douglas County School - Chapel Hill Elementary**4433 Coursey Lake Road, Douglasville GA 30135
Douglas County
(770) 651-3600 Quiara.Stacey@dcssga.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
3/28/2024	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 (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
Art room		0	0	Y	
Cafeteria	, Six and older	2	80	N	
Gym		0	0	Y	
Music room		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 80

Comments:

The Specialist met with Ms. Stacey, program director, for the purpose of completing a CAPS Monitoring Visit.

Corrective Action Plan:Developed This Date

Please refer the website, <http://www.dec.al.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@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:** 3/28/2024**VisitType:** EX-Monitoring**Arrival:** 3:15PM**Departure:** 5:00PM**EX-42899 EXMT-4842 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**

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**

Observed completed children's enrollment information and attendance on this date.

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

TA provided to maintain completed documentation of the dates and times of the emergency drills.

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 office.

POI (Plan of Improvement)

The Program will post both the Exemption Approval Letter and Certificate by the program's main office.

Correction Deadline: 3/28/2024**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 comply with the fire marshal guidelines and submit a fire inspection report to this department when requested.

Correction Deadline: 3/28/2024

Facility

EX-HS-.B	Met
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Comment

Observed bathrooms to be clean and equipped with liquid soap, running water, and paper towel in the bathroom.

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

Program appears clean and well maintained.

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

Playground observed to be clean and in good repair.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)	N/A
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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 was discussed with the provider.

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

Medication is not dispensed

Policies and Procedures

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

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

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	N/A
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records

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 review of records that the program did not maintain a personnel file that contained identifying information on all employees.

POI (Plan of Improvement)

The Program will maintain a personnel file on all employees that will include identifying information.

Correction Deadline: 4/2/2024

Comment

Criminal record checks were observed to be complete.

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 nine out of nine staff were not trained in CPR and first aid.

POI (Plan of Improvement)

The Program will ensure that staff members complete First Aid and CPR training within 90 days of hire date, maintain evidence on file, and submit to the department for review when requested.

Correction Deadline: 4/27/2024

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 two out of 9 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: 3/28/2024

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 two out of nine 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: 4/27/2024

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 seven out of nine 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: 4/27/2024

Staffing and Supervision

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

Not Met

Finding

EX-HS-.O(1) requires the Program to maintain the required Staff: child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Program must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that that two staff member with 80 children in grades kindergarten to fifth grade.

POI (Plan of Improvement)

The Program will maintain appropriate staff:child ratios at all time.

Correction Deadline: 3/28/2024