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: 3/13/2024 **VisitType:** EX-Monitoring **Arrival:** 1:30PM **Departure:** 4:15PM

EX-43890 EXMT-6397 EX-1 - Government
DeKalb County Schools ASEDP - Flat Rock

4603 Evans Mill Road, Lithonia GA 30038 DeKalb County
(678) 875-3202 corella_floyd@dekalbschoolsga.org

Mailing Address

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868
Fax: (770) 232-1931
rosalyn.elder@decal.ga.gov

Joint with:

Compliance Zone Designation		
3/13/2024	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
Cafe	PreK, Six and older	3	43	Y	In hallway - near the rest rooms washing hands/transitioning
Gym		0	0	Y	
Media Center		0	0	Y	
PG		0	0	Y	
Room 312		0	0	Y	
Room 317		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 3 #Children Count: 43

Comments:
On March 13, 2024, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring. During the visit we discussed Health and Safety Protocols. Handwashing is completed throughout the day through regular bathroom breaks. Other handwashing/sanitation practices are completed after toileting and playtime. It was determined through the observation of records and through discussion, the Program is operating as approved.

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(1) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as Study time/homework, arts & crafts, cultural arts, conflict resolution strategies, enrichment and recreation time 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. All tables and chairs are wiped down and sanitized on a daily basis.

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

Comment
The Program does not provide swimming activities.

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 of both Parents, 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**

Technical Assistance
EX-HS-.X(1) - Technical Assistance was provided regarding the posting of both the exemption approval letter and certificate in a prominent place.

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 review of records the last fire inspection report was conducted December 31, 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: 5/31/2024

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**

Comment
The facility based on observation appears clean and well maintained.

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

Comment
The Playground observed to be clean and in good repair. It is enclosed within a fenced and confined space and is free of any potential hazards/debris.

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) **N/A**

Comment
The program does not dispense medications.

Policies and Procedures

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

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

Comment
Observed evidence of written policies and procedures for emergency preparedness. Also observed documented records of monthly fire, severe weather and lock down drills.

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

Comment
There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **N/A**

Comment
The Program does not sponsor field trips.

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

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

EX-HS-.R Transportation (CS) **N/A**

Comment
The 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 **Technical Assistance**

Technical Assistance
EX-HS-.K(1) - Technical Assistance was providing the importance of maintain employee files. Recommendation was provided suggesting the placement of employee files in a binder along with all pertinent information such as Criminal Record Check determination letters, CPR/First Aid certifications, Health and Safety and Annual 10 hours of training certificates.

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 omniscient to assume responsibility for the operation of the program.

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

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 by the review of records in Koala Outback, three (3) of seven (7) employees are not compliant regarding the completion of their Criminal Records Check determination.

POI (Plan of Improvement)
The Program will ensure the employees complete the Criminal Records Check through DECAL by Monday, March 18, 2024.

Correction Deadline: 3/18/2024

EX-HS-.W First Aid & CPR (NCP) **Not Met**

Finding
EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. 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 through discussion and the absence of records, seven (7) of seven (7) staff member have not completed CPR/First Aid training.

POI (Plan of Improvement)
The Program will ensure all of the staff members complete CPR/First Aid training.

Correction Deadline: 6/14/2024

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

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 through discussion and the absence of records, seven (7) of seven (7) staff members have not completed the health and safety training.

POI (Plan of Improvement)
The Program will ensure all of the employees complete the health and safety training.

Correction Deadline: 6/7/2024

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 through discussion and the absence of records, seven (7) of seven (7) staff members have not completed the annual 10 hours of training.

POI (Plan of Improvement)
The Program will ensure all of the staff members complete the annual ten (10) hours of training.

Correction Deadline: 6/14/2024

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.