

**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:** 11/9/2022**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:40PM**EX-44272 EXMT-14062 EX-1 - Government
Columbus Parks & Recreation Community
Schools - Double Churches Elementary**1213 Double Churches Road, Columbus GA 31904
Muscogee County
(706) 225-4652 thies.samantha@columbusga.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/9/2022	EX-Monitoring	NA	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	, Fives, Six and older	3	34	Y	Eating snacks

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 34

Comments:

On November 9, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Health and Safety Monitoring with Ms. Kendra Mobley. During the visit we discussed Health and Safety Protocols. After the children transition to the afterschool program, their hands are sanitized prior to the distribution of snacks. Other handwashing/sanitation practices are completed, in between activities, after eating, toileting and outside play. 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.dec.state.ga.gov/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:** 11/9/2022**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:40PM**EX-44272 EXMT-14062 EX-1 - Government
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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 arts and crafts, gardening, music time, karaoke, and outside play that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

The equipment and furniture was observed to be properly secured, as applicable. The chairs, tables, and equipment are wiped down and sanitized with Lysol daily.

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, age, and names of emergency contact information, as well as the person(s) to whom the child may be released. The immunization records for each child are kept in the school's office. The file also contains a signature from each parent advising they are aware the program is not licensed and is not required to be licensed.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Technical Assistance****Technical Assistance**

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

Facility

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.

Comment

It was determined through the review of records, the Provider has ensured a fire inspection has been completed this year. The last fire inspection was conducted October 17, 2022 by the Columbus Fire and EMS Community Risk Reduction unit.

Comment

It was determined through observation that the playground is very clean and free of any debris or hazards.

Health and Hygiene

Comment

There are no infants enrolled, therefore the diapering process was not discussed with the Site Coordinator.

Comment

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

Comment

It was determined through discussion the Provider does not administer medication.

Policies and Procedures

Comment

It was determined that the Program provides parents a copy of its written policies and procedures.

Comment

It was determined through discussion and by the review of records, the Provider does execute emergency preparedness by conducting monthly fire and tornado drills.

Technical Assistance

Technical Assistance was provided regarding the importance of ensuring emergency preparedness by establishing written policies and procedures for the evacuation, relocation, shelter in place, and reunification of families in case of a possible natural disaster.

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

The Provider does not sponsor field trips.

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

Determined age-appropriate discipline is communicated to the Staff on this date.

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

The Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	Not Evaluated
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Comment

There are no infants enrolled, therefore, no safe sleep policies are necessary.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - It was determined by the observation of records the Program does maintain a personnel file on all the Staff.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation and maintenance of the program. The Site Coordinator is on generally on the premises and if absent at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

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

EX-HS-.D(2) requires no staff member with an Unsatisfactory Records Check Determination may be present at a program when any child is present for care. It was determined 15.3.2.1 The comprehensive records check must be processed by DECAL, It was determined by the observation of records, three (3) out of four (4) employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

POI (Plan of Improvement)

The Program will ensure a comprehensive record check will be conducted prior to the employee returning to the facility.

Correction Deadline: 11/11/2022

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

EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined through discussion and the observation of records, all of the staff members are new hires. There is a CPR/First Aid class scheduled on November 19, 2022. All of the staff members plan to attend the training.

Comment

EX-HS-.P(2) - It is a requirement that 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 discussion, four (4) out of four (4) staff members have not completed the Health and Safety Orientation training. All of the employees were recently hired and have 90 days to complete this requirement.

Comment

EX-HS-.P(4) - On an annual basis, all supervisory and personnel, shall 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 review of records, all of the staff members are new hires, therefore would not have completed any annual training at this time.

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

Adequate supervision observed on this date.