

**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:** 8/25/2021**VisitType:** EX-Monitoring**Arrival:** 1:00PM**Departure:** 2:10PM**EX-44599 EXMT-7815 EX-1 - Government
Calhoun City Schools - Calhoun Elementary
KEEP Program**101 Raymond King Drive, Calhoun GA 30701
Gordon County
(706) 629-6788 palmerm@calhounschoools.org**Mailing Address**

334 South Wall Street, GA 30701

Regional Consultant

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
8/25/2021	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 (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	Y	Attendance; Homework time; Snack
Gym		0	0	Y	Structured ball play; protected space

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 0

#Children Count: 0

Comments:

The Program is currently operating within the parameters set forth by the approval conditions under Category 1. Virtual CAPS monitoring visit conducted with Ms. Michelle Palmer, community education director, and Whiney Young, site manager for the after school program.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.state.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 Maximus or the CAPS 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).

Director/Person-in-charge Signature_____

Printed Name_____ Date_____

Specialist Signature_____ Date_____

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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

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

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.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

No hazards observed accessible to children on this date.

Comment

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities 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**

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

EX-HS-.I Medications (CS)**Met****Comment**

Discussed proper medication documentation and procedures.

Comment

Medication is not dispensed at the current time. No children enrolled with this need.

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 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**

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

Comment

Observed age-appropriate discipline policies on this date.

Comment

There were no children enrolled on this date. The program's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 7	Records with Missing/Incomplete Components: 0
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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)**Met****Comment**

Criminal record checks were observed to be complete for all staff members, seven (7) out of seven(7).

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

Observed evidence of staff training in CPR and first aid on this date for two (2) out of seven(7). It was stated by program official that five (5) out of seven (7) staff members started employment with the after school program on August 11, 2021 and are currently working with the school nurse to complete the First Aid/CPR training.

EX-HS-.P Staff Training (NCP)**Met****Comment**

Observed initial orientation for all staff, seven (7) out of seven(7), on this date.

Comment

Observed training for all staff members, seven (7) out of seven(7), on this date.

Staffing and Supervision

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.