

**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.us

**(Cover Sheet)****Date:** 1/7/2026 **VisitType:** EX-CAPS-Monitoring**Arrival:** 3:00PM **Departure:** 4:20AM**EX-43890 EXMT-6397 EX-1 - Government  
DeKalb County Schools ASED - Flat Rock**4603 Evans Mill Road, Lithonia GA 30038 DeKalb  
County**Mailing Address****Exemption Unit Consultant**

Sherri Thompson

Phone: (770) 357-7038

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Joint with:

| <b>Compliance Zone Designation</b> |                    |            | <b>Prevention Action Category</b> | <b>Intermediate Action Category</b> | <b>Dismissal Action Category</b> |
|------------------------------------|--------------------|------------|-----------------------------------|-------------------------------------|----------------------------------|
| 1/7/2026                           | EX-CAPS-Monitoring | Prevention | <b>Prevention Level 1 (P1)</b>    | <b>Intermediate Level 1 (I1)</b>    | <b>Dismissal (D)</b>             |
|                                    |                    |            | Technical Assistance              | Corrective Action Plan              | Dismissal                        |
|                                    |                    |            |                                   | Office Conference                   | Disqualification                 |
|                                    |                    |            | <b>Prevention Level 2 (P2)</b>    | <b>Intermediate Level 2 (I2)</b>    |                                  |
|                                    |                    |            | Citation                          | Fine (Level 1 or 2)                 |                                  |
|                                    |                    |            | Plan of Improvement               |                                     |                                  |
|                                    |                    |            | <b>Prevention Level 3 (P3)</b>    | <b>Intermediate Level 3 (I3)</b>    |                                  |

| <b>Room Description</b> | <b>Age Groups</b>          | <b>Staff Count</b> | <b>Children Count</b> | <b>State Ratio Met</b> | <b>Notes</b> |
|-------------------------|----------------------------|--------------------|-----------------------|------------------------|--------------|
| Cafe                    | PreK, Fives, Six and older | 4                  | 41                    | Y                      |              |
| 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: 4

#Children Count: 41

Comments:

Please refer to the Exemption page of the website, <https://www.decal.ga.gov/CCS/Exemptions.aspx> for information regarding 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

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You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the user id for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific standard number(s) that you are refuting, add the reason for disagreement regarding the standard citation, and upload supporting documentation.
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

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**(Summary Report)****Date:** 1/7/2026 **VisitType:** EX-CAPS-Monitoring**Arrival:** 3:00PM**Departure:** 4:20AM**EX-43890 EXMT-6397 EX-1 - Government  
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**The following information is associated with a EX-CAPS-Monitoring:****Activities and Equipment****EX-HS-A Activities****Met****Comment**

EX-HS-A - Activities observed to be appropriate and safe for children in care.

**EX-HS-F Equipment & Toys****Met****Comment**

EX-HS-F - A variety of equipment and toys were observed throughout the Program.

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

EX-HS-Q - The Program does not provide swimming activities.

**Children's Records****EX-HS-C Children's Records****Technical Assistance****Technical Assistance**

EX-HS-C(1)(a-d) - Please ensure enrollment information for children includes the following required information: .C(1)(a-d) requires the Program to maintain a file for each child while such child is in care and for a period of one (1) year after such child is no longer enrolled. The file shall contain emergency contact information including, but not limited to, the following:

- (a) Identifying information about the child to include name, date of birth, sex, address, living arrangement if not with both Parents, and name of school if applicable;
- (b) Identifying information about the Parent(s) to include names of both Parents, if applicable, home and work addresses, and home and work telephone numbers;
- (c) Identifying information about the person(s) to contact in emergencies when the Parent cannot be reached to include 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;
- (d) Identifying information about the child's primary source of health care to include physician's or clinic's name and telephone number; and a statement regarding known allergies or other physical problems, mental health disorders, or developmental disabilities which would limit the child's participation in the program or any of the program's activities.

**Exemptions****EX-HS-X Exemption Requirements****Technical Assistance****Technical Assistance**

EX-HS-X(1) - Please ensure the exemption certificate and approval letter issued by the Department are posted in a prominent place at the program.

**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 certificate and approval letter were not observed posted at the program.

**POI (Plan of Improvement)**

The Program will ensure a copy of both the exemption approval letter issued by the Department, and a notice to parents or guardians that the program is not required to be licensed is posted in a prominent place near the front entrance of the facility.

**Correction Deadline: 1/8/2026**

| Facility           |     |
|--------------------|-----|
| EX-HS-.B Bathrooms | Met |

**Comment**

EX-HS-.B - Program observed to have adequate toilets, sinks and supplies available.

|                             |         |
|-----------------------------|---------|
| EX-HS-.L Physical Plant(CS) | Not Met |
|-----------------------------|---------|

**Finding**

EX-HS-.L(2) requires the Program to be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined based on observation that the most recent fire inspection was dated March 14, 2024, and is more than a year old.

**POI (Plan of Improvement)**

The Program will request a copy of the most recent fire inspection from the school.

**Correction Deadline: 1/14/2026**

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

**Comment**

EX-HS-.M - Playground appears clean and well maintained.

| Health and Hygiene                       |     |
|------------------------------------------|-----|
| EX-HS-.U Diapering Areas & Practices(CS) | N/A |

**Comment**

EX-HS-.U - There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

|                  |     |
|------------------|-----|
| EX-HS-.H Hygiene | Met |
|------------------|-----|

**Comment**

EX-HS-.H - Discussed handwashing procedures.

|                          |     |
|--------------------------|-----|
| EX-HS-.I Medications(CS) | Met |
|--------------------------|-----|

**Comment**

EX-HS-.I - Discussed proper medication documentation and procedures.

| Policies and Procedures                    |         |
|--------------------------------------------|---------|
| EX-HS-.J Operational Policies & Procedures | Not Met |

**Finding**

EX-HS-.J(2) requires programs to conduct drills for fire, tornado, severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Program; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The program shall maintain documentation of the dates and times of these drills for two years. It was determined based on observation that the program did not have documented required emergency drills for the school year to date.

**POI (Plan of Improvement)**

The program will conduct the drills as required and maintain the documentation of the drills on file for two years. Moving forward the program will conduct and document required drills during program hours of operation.

**Technical Assistance**

EX-HS-.J1(a-i) - Please ensure the parent handbook contains the required written policies as follows: EX-HS-.J1(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) The exclusion of children with contagious illness; (b) Notification of parents in the event their child becomes ill while at the facility; (c) The notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) The prevention of and response to food and allergic reactions; (e) Emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) Recognition and reporting of child abuse and neglect; (h) A description of behavior management and discipline actions used by the program, to include the program's practices regarding the expulsion and suspension of children enrolled for care; (i) A description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children.

**EX-HS-.T Required Reporting****Met****Comment**

EX-HS-.T(1)(c)(1-9) - Criteria for required reporting was discussed at the time of the visit.

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

EX-HS-.E - Staff were observed to maintain an age appropriate learning environment on this date.

**EX-HS-.S Field Trips****N/A****Comment**

EX-HS-.S - No field trips are offered.

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

EX-HS-.R - Program does not provide routine transportation.

**Sleeping & Resting Equipment****EX-HS-.V Safe Sleeping and Resting Requirements(CS)****N/A****Comment**

EX-HS-.V - No infants enrolled in the program.

**Staff Records****Records Reviewed: 11****Records with Missing/Incomplete Components: 7**

Staff # 3

Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 4

Not Met

Date of Hire: 07/31/2024

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 6

Not Met

Date of Hire: 03/15/2024

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 7

Not Met

Date of Hire: 07/30/2025

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 9

Not Met

Date of Hire: 10/23/2015

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 10

Not Met

Date of Hire: 11/10/2023

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 11

Not Met

Date of Hire: 06/15/2018

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

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

EX-HS-.D - Criminal record checks were observed to be complete.

**EX-HS-.G First Aid & CPR(CS)****Not Met****Finding**

EX-HS.G(1)(a-b) requires (a) all Staff who provide direct care to children must obtain certification in a biennial training program in pediatric cardiopulmonary resuscitation (CPR) and a triennial training program in pediatric first aid within the first 45 days of employment. Current and valid evidence of the successful completion of such training shall be maintained on the program's premises. The hours obtained completing this certification will not count towards the required annual training hours; (b) The 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. It was determined based on a request to review CPR and First Aid training, 1 of 7 staff members had documentation of the required training. The staff members have been employed in the program since the start of the 2025 school year.

**POI (Plan of Improvement)**

The Program will ensure all Staff that provide direct care to children obtain pediatric CPR and first aid training within the first 45 days of employment. The training shall be maintained on the Program's premises and must be completed by a certified or licensed health care professional or trainer that deal with the provisions of emergency care to infants and children. develop a schedule to ensure there is always a staff person with current first aid and pediatric CPR training present, and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and pediatric CPR training by the specified date.

**Correction Deadline: 1/21/2026****EX-HS-.K Personnel Records****Not Met**

**Finding**

EX-HS-K(1)(a-c) requires the Program to maintain a personnel file on all Staff for the duration of the term of employment plus one calendar year, and shall contain the following: (a) identifying information to include: name, date of birth, current address and current telephone number; (b)evidence of all training required by these standards which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; (c) verification of a satisfactory criminal backgrounds check. It was determined base on a request to review all 7 staff records that the program did not have the required documentation as outlined in the standard.

**POI (Plan of Improvement)**

The Program will secure required information for all Staff. The Program will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 1/21/2026**

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**EX-HS-.N Staff Requirements****Met****Comment**

EX-HS-.N - Observed a director or person responsible for overall supervision of the program.

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**EX-HS-.P Staff Training****Not Met****Finding**

EX-HS.P(1) requires prior to assignment to children or task, all Employees (i.e., volunteers, students-in-training, independent contractors, etc.) and Provisional Employees must receive initial program orientation. It was determined based on a request to review staff records that 7 out of 7 staff did not have documentation of the completion of orientation prior to their assignment.

**POI (Plan of Improvement)**

The Program will develop and provide orientation for all new Staff prior to their assignment to children or task.

**Correction Deadline: 1/21/2026**

**Finding**

EX-HS-.P(3)(a-k) requires each staff member with direct care responsibilities shall complete health and safety training and Health and Safety Orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours: (a) prevention and control of infectious diseases; (b) prevention of sudden infant death syndrome and use of safe sleeping practices; (c) administration of medication, consistent with standards for parental consent; (d) prevention of and response to emergencies due to food and allergic reactions; (e) building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; (f) prevention of shaken baby syndrome, abusive head trauma and child maltreatment;

(g) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a human-caused event (such as violence at a child care facility);

(h) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;

(i) precautions in transporting children (if applicable); (j)recognition and reporting of child abuse and neglect;

and (k)child development to include all major domains: cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; and approaches to play and learning. It was determined based on a request to review staff records that all 7 staff did not have documentation of the completion of required Health and Safety orientation. The staff members have been employed in program since the start of the 2025 school year.

**POI (Plan of Improvement)**

The Program will develop and implement a plan to schedule and track Health and Safety orientation training for all employees based on their hire dates.

**Correction Deadline: 1/28/2026**

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

EX-HS-.O - Program observed to maintain appropriate staff: child ratios.