

**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:** 4/16/2024**VisitType:** EX-Monitoring**Arrival:** 2:15PM**Departure:** 4:05PM**EX-48721 EXMT-14137 EX-1 - Government
Gordon County Schools - Max V. Tolbert
Elementary**1435 Hall Memorial Road, Resaca GA 30735
Gordon County
(770) 548-2710 sgilbert@gcbe.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/16/2024	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 (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
74	, Six and older	2	29	Y	
82	, Fives, Six and older	2	12	Y	
Gym	, Six and older	1	31	Y	
Playground		0	0	Y	
Playground PK - K		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 72

Comments:

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

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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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(Children Worksheet)

Date: 4/16/2024

VisitType: EX-Monitoring

Arrival: 2:15PM

Departure: 4:05PM

**EX-48721 EXMT-14137 EX-1 - Government
Gordon County Schools - Max V. Tolbert
Elementary**

1435 Hall Memorial Road, Resaca GA 30735
Gordon County
(770) 548-2710 sgilbert@gcbe.org

Mailing Address

Same

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Fax: (404) 591-4949

nilia.lalin@dec.state.ga.us

Joint with:

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child's Name [# 1]: Alice, Thompson

Met

Child's Name [# 2]: McQueen, Sophia

Met

Child's Name [# 3]: Oliva, Harrison

Met

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(Staff Worksheet)**Date:** 4/16/2024**VisitType:** EX-Monitoring**Arrival:** 2:15PM**Departure:** 4:05PM**EX-48721 EXMT-14137 EX-1 - Government
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Joint with:

Records Reviewed: 6**Records with Missing/Incomplete Components: 2**

Staff's Name [# 1]: Akley, Wanda

Met

Date of Hire: 02/28/2024

Staff's Name [# 2]: Cloer, Ginny

Not Met

Date of Hire: 10/17/2023

"Missing/Incomplete Components"

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

Staff's Name [# 3]: Ferguson, Kelly

Met

Date of Hire: 07/28/2022

Staff's Name [# 4]: GAINES, KAYLAN

Not Met

Date of Hire: 07/28/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 5]: Stewart, Haley

Met

Date of Hire: 02/27/2024

Staff's Name [# 6]: West, Tresa

Met

Date of Hire: 08/02/2023

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(Findings Report)**Date:** 4/16/2024**VisitType:** EX-Monitoring**Arrival:** 2:15PM**Departure:** 4:05PM**EX-48721 EXMT-14137 EX-1 - Government
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Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

Age appropriate activities and games observed on this date.

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

A variety of equipment were observed throughout the Program.

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 children's immunizations on this date.

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

Observed children's immunization records, a current fire inspection report on this date, and the exemption approval letter and certificate posted by the main entrance. The program was operating within the approval guidelines.

Facility**EX-HS-.B****Met****Comment**

Observed bathrooms to be clean and equipped with liquid soap, running water, and hand dryers.

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

Program appears clean and well maintained.

Technical Assistance

Discussed maintenance and redistribution of mulch under falls zones.

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)**

N/A

Comment

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 (NCP)

Not Met

Finding

EX-HS-.H(1) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, and after contamination by any other means. It was determined based on observations that children did not wash their hands with liquid soap and warm running water before and after having snacks.

POI (Plan of Improvement)

Children will wash their hands with liquid soap and warm running water before and after having snacks.

Correction Deadline: 4/16/2024

Finding

EX-HS-.H(2) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any other means. It was determined based on observation that staff did not wash their hands with liquid soap and warm running water before or after handling food.

POI (Plan of Improvement)

Staff member will wash their hands with liquid soap and warm running water before and after handling food to the children.

Correction Deadline: 4/16/2024

EX-HS-.I Medications (CS)

N/A

Comment

Medication is not dispensed

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

Met

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
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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)	Technical Assistance
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Technical Assistance

Please be mindful of voice tone in redirecting children.

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

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

Criminal record checks were observed to be complete.

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

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.P Staff Training (NCP)	Not Met
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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 two out of six 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: 5/16/2024

Staffing and Supervision

Comment

Program observed to maintain appropriate staff: child ratios.

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(Summary Report)**Date:** 4/16/2024**VisitType:** EX-Monitoring**Arrival:** 2:15PM**Departure:** 4:05PM**EX-48721 EXMT-14137 EX-1 - Government
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Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A** **Met****Comment**

Age appropriate activities and games observed on this date.

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

A variety of equipment were observed throughout the Program.

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 children's immunizations on this date.

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

Observed children's immunization records, a current fire inspection report on this date, and the exemption approval letter and certificate posted by the main entrance. The program was operating within the approval guidelines.

Facility**EX-HS-.B** **Met****Comment**

Observed bathrooms to be clean and equipped with liquid soap, running water, and hand dryers.

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

Program appears clean and well maintained.

Technical Assistance

Discussed maintenance and redistribution of mulch under falls zones.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)**N/A****Comment**

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 (NCP)**Not Met****Finding**

EX-HS-.H(1) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, and after contamination by any other means. It was determined based on observations that children did not wash their hands with liquid soap and warm running water before and after having snacks.

POI (Plan of Improvement)

Children will wash their hands with liquid soap and warm running water before and after having snacks.

Correction Deadline: 4/16/2024**Finding**

EX-HS-.H(2) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any other means. It was determined based on observation that staff did not wash their hands with liquid soap and warm running water before or after handling food.

POI (Plan of Improvement)

Staff member will wash their hands with liquid soap and warm running water before and after handling food to the children.

Correction Deadline: 4/16/2024**EX-HS-.I Medications (CS)****N/A****Comment**

Medication is not dispensed

Policies and Procedures

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

Please be mindful of voice tone in redirecting children.

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

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**Records Reviewed: 4****Records with Missing/Incomplete Components: 2**

Staff # 2

Not Met

Date of Hire: 10/17/2023

"Missing/Incomplete Components"

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

Staff # 4

Not Met

Date of Hire: 07/28/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

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

Criminal record checks were observed to be complete.

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

Observed evidence of staff training in CPR and first aid on this date.

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 two out of six 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: 5/16/2024

Staffing and Supervision

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

Met

Comment
Program observed to maintain appropriate staff: child ratios.

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(Compliance Determination Worksheet)**Date:** 4/16/2024**VisitType:** EX-Monitoring**Arrival:** 2:15PM**Departure:** 4:05PM**EX-48721 EXMT-14137 EX-1 - Government
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Joint with:

Rule Violations

Naming Number	Severity	Core Standard	NonCore With Points
EX-HS-.H(1)-Handwashing-Children	Low		x
EX-HS-.H(2)-Handwashing-Staff	Low		x
EX-HS-.P(4)-Staff training-annual/10 hours	Low		x

	Low	Medium	High	Extreme	Total
Core Standard Severity Totals:	0	0	0	0	0
Non-Core Standard Severity Totals:					3
Total Points					3

Violation Class (A,B,C,D)	Violation Level			
	I 0-3 Points	II 4-5 Points	III 6-10 Points	IV 11 + Points
D (10 points per indicator) • Extreme Harm • Imminent Danger	I3 - (D)			
C (6 points per indicator) • High Risk	I1 - I2 (CI)	I1 - I3 (CII)	I2-C (CIII)	I3 (CIV)
B (2 points per indicator) • Medium Risk	N/A ** (BI)	P2 - P3 (BII)	I1 - I2 (BIII)	I2 (BIV)
A (1 point per indicator) • Low Risk • CCDF Non Core	P1 - P2 (AI)	P1 - P3 (AII)	P2-P3 (AIII)	I1 - I2 (AIV)

<u>Prevention Action Category</u>	<u>IntermediateAction Category</u>	<u>Dismissal Action Category</u>
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)	

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(History Grid)**Date:** 4/16/2024**VisitType:** EX-Monitoring**Arrival:** 2:15PM**Departure:** 4:05PM**EX-48721 EXMT-14137 EX-1 - Government
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Joint with:

	Visit Type:	Exemption Monitoring
	Date:	4/16/2024
	Exemption Number:	EX-48721
	Category Number	EXMT-14137
	Compliance Zone:	Prevention
	Points:	3
	Enforcement Box:	A1
Compliance Group	Rule	
Non-Core Rule-Staff Training	EX-HS-.P(4) Staff training-annual/10 hours	X
Hygiene-Hygiene	EX-HS-.H(1) Handwashing-Children	X
	EX-HS-.H(2) Handwashing-Staff	X

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(Cover Sheet)**Date:** 4/17/2024**VisitType:** EX-Monitoring**Arrival:** 2:50PM**Departure:** 3:50PM**EX-48795 EXMT-14200 EX-1 - Government
DeKalb County Schools ASED - Woodridge**

4120 Cedar Ridge Trail, Stone Mountain GA 30083

DeKalb County

(678) 874-0202

shantra_bryan@dekalbschoolsga.org

Mailing Address**Regional Consultant**

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/17/2024	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 - All Grades	PreK, Fives, Six and older	2	21	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 21

Comments:

On April 17, 2024, an in-person visit was conducted for the purpose of a CAPS Monitoring Visit. In addition, an administrative review was conducted on this date to review required documents.

Corrective Action Plan: No Plan Developed



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- 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.

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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.

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(Findings Report)**Date:** 4/17/2024**VisitType:** EX-Monitoring**Arrival:** 2:50PM**Departure:** 3:50PM**EX-48795 EXMT-14200 EX-1 - Government
DeKalb County Schools ASEDP - Woodridge**

4120 Cedar Ridge Trail, Stone Mountain GA 30083

DeKalb County

(678) 874-0202

shantra_bryan@dekalbschoolsga.org

Mailing Address**Regional Consultant**

Melissa Malone

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Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

Joint with:

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.

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.

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

Playground observed to be clean and in good repair. The program uses the open area, not the anchored playground structure. The program does structured activities and uses portable toys. The program uses visual barriers during outside time.

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
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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
Observed the Program's written emergency plan on this date.

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.

EX-HS-.R Transportation (CS)	N/A
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Comment
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-.D Criminal Records and Comprehensive Background Checks (CS)	Met
---	------------

Comment
Five of five Criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment
Observed evidence of staff training in CPR and first aid on this date.

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

Comment
Observed training for all staff members on this date.

Staffing and Supervision

Comment
Adequate supervision observed on this date.