**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:** 2/6/2025 **VisitType:** EX-Monitoring **Arrival:** 3:15PM **Departure:** 5:00PM

**EX-43887 EXMT-6394 EX-1 - Government**
**DeKalb County Schools ASEDP - E.L. Miller**

919 Martin Road, Stone Mountain GA 30088
DeKalb County
(678) 676-3302
rosrico_howard@dekalbschoolsga.org

**Mailing Address**

Same

**Regional Consultant**

Melissa Malone

Phone: (770) 359-5224
Fax: (770) 302-9130
melissa.mcfarlin@decal.ga.gov

Joint with:

| Compliance Zone Designation | | |
|---|---|---|
| 2/6/2025 | 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 |
|---|---|---|---|---|---|
| 117 | | 0 | 0 | Y | |
| 119 | | 0 | 0 | Y | |
| Art Room | | 0 | 0 | Y | |
| Cafeteria | | 0 | 0 | Y | |
| Gym | | 0 | 0 | Y | |
| Media Center | , Six and older | 1 | 15 | Y | |
| PG | | 0 | 0 | Y | |
| Room 105 | PreK, Fives, Six and older | 1 | 13 | Y | |
| Room 107 | , Six and older | 1 | 7 | Y | |

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 3 #Children Count: 35

Comments:
February 6, 2025, 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

Please refer the website, [http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx](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-.F Equipment & Toys (CS)** **Met**

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

**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)** **Not Met**

**Finding**
It was determined based on the review that the program could not provide evidence of compliance with the local fire safety agencies and local building authorities on this date.

**POI (Plan of Improvement)**
All files including the fire inspection will be reviewed on the follow up visit.

**Correction Deadline: 3/28/2025**

## Facility

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

**Comment**
No hazards observed.

**EX-HS-.M Playgrounds (CS)** **Technical Assistance**

**Technical Assistance**
The playground had a blue sign located in the front right of the playground that was anchored, laying on the ground. The sign could pose as a potential tripping hazard. The program will put barriers around the sign to prevent children from running in that area.

## Health and Hygiene

**EX-HS-.U Diapering Areas & Practices (CS)** **Met**

**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**
Medication is not dispensed

## Policies and Procedures

**EX-HS-.J Operational Policies & Procedures (NCP)** **Not Met**

**Finding**
It was determined based on administrative review that the program could not provide evidence of emergency drills on this date as required.

**POI (Plan of Improvement)**
The program will ensure emergency drills are on conducted and on file for review. All files including drills will be reviewed on the follow up visit.

**Correction Deadline: 3/29/2025**

**Finding**
It was determined based on administrative review that the program could not provide evidence of the signed Notice of Exemption Forms as required.

**POI (Plan of Improvement)**
The program will ensure that parents sign the form, acknowledge that it is an exempt program. All files will be reviewed on the follow up visit including children's records.

**Correction Deadline: 2/28/2025**

**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 conducted at the program.

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

**Comment**
Observed age-appropriate discipline policies on this date.

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

**Comment**
The program does not provide routine transportation. Transportation procedure discussed.

## 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**
Nine of nine Criminal record checks were observed to be complete.

**EX-HS-.W First Aid & CPR (NCP)** **Technical Assistance**

**Technical Assistance**
Observed evidence of staff training for nine of nine staff members in Pediatric CPR and first aid on this date. The program will ensure that the second page that indicates that Infant, Child was completed is available for review for the ninth staff member.

**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 based on administrative review that six of nine staff members could not provide evidence of completion of Health and Safety training within ninety days of hire as required.

**POI (Plan of Improvement)**
The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates. A review of the files will be done on the follow up visit.

**Correction Deadline: 3/8/2025**

## Staffing and Supervision

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

**Comment**
Adequate supervision observed on this date.