

**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:** 7/20/2023**VisitType:** EX-Monitoring**Arrival:** 11:30AM **Departure:** 2:10PM**EX-48746 EXMT-14157 EX-7 - Day camp
Oak Tree Camps**26 Eagle Row, Atlanta GA 30322 DeKalb County
(404) 432-2672 elijah@oaktreecamps.com**Mailing Address**

P.O. Box 517, GA 30031

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/20/2023	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
Black Top Basket Ball		0	0	Y	
House Point #1- Play Area		0	0	Y	
House Point #2- Dining Area		0	0	Y	
House Point #3- Sitting/Reading Area		0	0	Y	
House Point #4 A Game Room		0	0	Y	
House Point #4 B Sitting Area		0	0	Y	
House Point #5 A		0	0	Y	
House Point #5 B		0	0	Y	
Outdoor Open Area		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

On July 20, 2023, 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. The children were away at a field trip.

Corrective Action Plan: No Plan Developed



Please refer the website, <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 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@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).

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**

Equipment and furniture observed to be properly secured, as applicable.

EX-HS-.Q Swimming Pools & Water-related Activities(CS)**Met****Comment**

Swimming activities are provided off site. The parents receive and acknowledge swimming activities in the registration forms.

Exemptions**EX-HS-.X Exemption Requirements****Not Met****Finding**

The program could not provide evidence of compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

POI (Plan of Improvement)

The program will ensure an annual Fire Inspection is conducted and the Fire Inspection report will be maintained on file.

Correction Deadline: 8/3/2023**Facility****EX-HS-.L Physical Plant(CS)****Met****Comment**

No hazards observed accessible to children on this date.

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

No equipment on the playground.

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

Met

Comment

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

EX-HS-.I Medications(CS)

Technical Assistance

Technical Assistance

EX-HS-.I(2) - The program will ensure medication forms are fully complete.

Policies and Procedures**EX-HS-.J Operational Policies & Procedures**

Met

Comment

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

EX-HS-.T Required Reporting

Met

Comment

There were no incidents or injuries that required reporting.

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

Met

Comment

Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation(CS)

Met

Comment

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. The transportation forms are included and acknowledged in registration. The program uses American Coach Bus.

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

N/A

Comment

No infants are enrolled.

Staff Records**Records Reviewed: 18****Records with Missing/Incomplete Components: 18**

Staff's Name [# 1]: Adim, Stephanie

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 2]: Ajayi, Gwen

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 3]: Armour, Aaliyah

Not Met

<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 4]: Banks , Alexis	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 5]: Bentley, Jaidynn	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 6]: Caldwell, Aurora	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 7]: Conoly, Sanai	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 8]: Grimes , Quindarious	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 9]: Hodges , Grace	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 10]: Jones, Taylor	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 11]: Jones, Tyra	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 12]: Little , Kameron	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 13]: Lockett, Teon	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 14]: Morocho-Padilla, Dayra	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff's Name [# 15]: Porter, Dion	Not Met
<u>"Missing/Incomplete Components"</u>	

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 16]: Riggan, Evelyn

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 17]: Scott, Alexis

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 18]: Willis , Caitlyn

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

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

EX-HS-.D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined that eighteen (18) of eighteen staff members did not have a Satisfactory Determination Criminal Records Check.

POI (Plan of Improvement)

The Program will ensure Criminal Records Checks are completed prior to working with children in the program.

Correction Deadline: 7/20/2023**EX-HS-.W First Aid & CPR****Met****Comment**

Observed evidence of staff training in CPR and first aid for two directors and one staff member on this date.

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

Observed training for all staff members on this date.

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 evidence of Health and Safety Training could not be provided.

POI (Plan of Improvement)

The Program will ensure Health and Safety training is completed and maintained on file.

Correction Deadline: 8/19/2023**Staffing and Supervision****EX-HS-.O Staff:Child Ratios and Supervision(CS)****Met****Comment**

Program observed to maintain appropriate staff: child ratios. This information was based on attendance and sign and out forms. The children were on a field trip, the information was sent.