

**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:** 8/12/2025**VisitType:** EX-CAPS-Monitoring**Arrival:** 2:20PM**Departure:** 5:20PM**EX-48616 EXMT-14030 EX-1 - Government
Rockdale County Public Schools - C.J. Hicks
MORE After School Program**1300 Pine Log Rd., Conyers GA 30012 Rockdale
County
(770) 483-4410 JStainrod@rockdale.k12.ga.us**Mailing Address**

Same

Exemption Unit Consultant

Sherri Thompson

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sherri.thompson@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
8/12/2025	EX-CAPS-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 (Level1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Comments:

The program was found to be in compliance with their designated exemption category.

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

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 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:** 8/12/2025**VisitType:** EX-CAPS-Monitoring**Arrival:** 2:20PM**Departure:** 5:20PM**EX-48616 EXMT-14030 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**

Activities observed to be appropriate and safe.

Comment

Individual attention and response to child's needs observed on this date.

Comment

Activities observed to be appropriate and safe.

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

The equipment and furniture observed to be properly secured, as applicable.

Comment

EX-HS-.F(2)(a-b) - Equipment was observed to be free from hazards.

Comment

EX-HS-.F(2)(c) - Equipment placement allowed for freedom of movement at the time of the visit.

Comment

EX-HS-.F(2)(d) - Equipment was observed to be secured.

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

No Swimming Activities Provided

Children's Records**EX-HS-.C Children's Records****Not Met****Technical Assistance**

EX-HS-.C(1)(a-d) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) 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) name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. Please ensure enrollment paper work includes required items.

Finding

EX-HS-.C(1)(a-d) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) 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) name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's enrollment forms that the form did not include all required elements. Missing elements were identified as follows: living arrangement, name of school if applicable, names of both Parents, home and work addresses, and home and work telephone numbers; (c) 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) name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

POI (Plan of Improvement)

The program will develop, implement, and follow a plan that includes how to obtain all required information for currently enrolled children and ensure the proper collection of information for future enrollees. The plan will also include how and where to maintain files for the required amount of time. The program's enrollment form will be revised and completed by the parent's of all program participants.

Correction Deadline: 9/2/2025

Technical Assistance

EX-HS-.C(2) - EX-HS-.C(2) requires program staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the program on a form approved by the department and to allow no child to continue enrollment in the program for more than thirty (30) days without such evidence. Please ensure children's records include immunization records.

Comment

EX-HS-.C(3) - No incidents have occurred.

Comment

EX-HS-.C(4) - Arrival and departure records were reviewed and deemed complete.

Exemptions

EX-HS-.X Exemption Requirements**Not Met****Comment**

EX-HS-.X(1) - Required posted notices were observed at the time of the visit.

Finding

EX-HS-.X(2) requires the program to obtain written documentation that the parent or guardian understands that the program is not licensed and is not required to be licensed by the state. It was determined based on the review of children's records that the program did not have written documentation that the parent or guardian understands that the program is not licensed and is not required to be licensed,

POI (Plan of Improvement)

The Program will obtain and maintain written documentation that the parent or guardian understands that the Program is not licensed and it not required to be licensed by the state.

Correction Deadline: 9/2/2025

Facility

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

Flush toilet and handwashing sink with running water observed.

Comment

Bathrooms located on each floor in or adjacent to child care areas and rooms.

Comment

EX-HS-.B(3) - Program had required amount of toilets and sinks.

Comment

Bathrooms appeared to be clean and disinfected.

Comment

EX-HS-B(5) - Bathrooms were observed to be clean on the date of the visit.

EX-HS-L Physical Plant(CS)**Met****Comment**

EX-HS-L(1) - Standard did not apply to the program as no construction was taking place.

Comment

EX-HS-L(2) - Fire Certificate of Occupancy was submitted before Department approval.

Comment

Observation-No Hazards Accessible

Comment

The Program appears clean and well maintained.

EX-HS-M Playgrounds(CS)**N/A****Comment**

No Playground

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

No diapered children enrolled

EX-HS-H Hygiene**Met****Comment**

EX-HS-H(1)(a-f) - Hand washing was observed.

Comment

EX-HS-H(2)(a-c) - Staff hand washing was discussed.

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

Discussed-Documentation/Procedures

Comment

EX-HS-I(2) - Medication dispensing record was discussed.

Comment

EX-HS-I(3) - Medication was not present at the time of the visit.

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 a request to review the emergency drills from last year that the drill logs were not available.

POI (Plan of Improvement)

The program will conduct the drills as required and maintain the documentation of the drills on file for two years.

Correction Deadline: 8/12/2025

Comment

EX-HS-J(3) - The program's parent handbook was posted online and available to parents.

Finding

EX-HS-J(3) requires the program to provide to parents a copy of the program's written policies and procedures. It was determined based on a review of required policies and procedures that some required policies and procedures were missing from the parent handbook.

POI (Plan of Improvement)

The program will provide parents a copy of the policies and procedures as part of the enrollment process.

Correction Deadline: 9/2/2025

Finding

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) 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.

a) services to be provided, ages of children served, days and times of operations and days and times closed; b) enrollment and admission requirements specifying Parents' responsibilities for supplying needed information and escorting the child to and from the Program; c) a fee and payment schedule with standard fees, fees related to absences and vacations and other fees such as for transportation and late fees; d) Program's transportation and field trip services; e) administration of medication and Parent notification of adverse reactions to prescribed medication; f) Parental notification in cases of illness/injury and exclusion of sick children; g) Parental notification when a notifiable communicable disease is present; h) handling of medical emergencies; i) meals and snacks served, including guidelines for food brought from child's home; j) access by the Parents to all Program areas used by the child; k) child abuse reporting law requirements; l) behavior management and discipline actions used; m) nondiscrimination statement; (n) Program sponsored religious and cultural activities; and o) diapering, toilet training and feeding procedures for infants and toddlers. It was determined based on the review of required written policies and procedures, the program did not have comprehensive policies and procedures as described by this standard.

POI (Plan of Improvement)

The program will revise their policies and procedures to include all required information and update as needed.

Correction Deadline: 9/2/2025

EX-HS-.T Required Reporting

Met

Comment

EX-HS-.T(1)(a) - Mandated reporting of suspected child abuse and neglect was discussed.

Comment

EX-HS-.T(1)(b) - requires the director or designated person in charge to report or cause to be reported any cases or suspected cases of notifiable communicable diseases (COVID-19, tuberculosis, measles, etc.) or any viruses or illnesses identified during a public health emergency immediately to the department and to the local county health department as required by the rules of the Georgia Department of Public Health, Notification of Disease.

Comment

EX-HS-.T(1)(c)(1-8) - Required reporting was discussed at the time of the visit.

Safety

EX-HS-.E Discipline(CS)

Met

Comment

Observed-Discussion/Redirection

Comment

EX-HS-.E(2)(a-n) - Appropriate guidance techniques were discussed.

EX-HS-.S Field Trips

N/A

Comment

No field trips

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

No infants enrolled

Staff Records

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

Evidence of satisfactory Comprehensive Records Check Determination letters

Comment

EX-HS-.D(2) - Crminial Background checks observed.

Comment

EX-HS-.D(3) - No provisional staff.

Comment

EX-HS-.D(4)(a-b) - Criminal Background checks were observed.

Comment

EX-HS-.D(5) - Criminal background checks observed.

EX-HS-.G First Aid & CPR(CS)**Met****Comment**

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

Comment

EX-HS-.G(2)(a-d) - CPR and First Aid training were observed.

EX-HS-.K Personnel Records**Met****Comment**

EX-HS-.K(1)(a-c) - Staff records were maintained on-site.

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

EX-HS-.N(1) - An individual in charge of the program was present at the tiem of the visit.

EX-HS-.P Staff Training**Met****Finding**

EX-HS.P(1) requires that prior to assignment to children or tasks, all employees (i.e., volunteers, students-in-training, independent contractors, etc.) and provisional employees must receive initial center program orientation. It was determined based on the review of all staff records that initial orientation was not documented in any manner.

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: 9/2/2025**Comment**

EX-HS-.P(3)(a-k) - Required Health and Safety training was observed for all staff employed more than 90 days.

Technical Assistance

EX-HS-.P(4)(a-b) - Please ensure new annual training requirements are met after a staff member's first full year of employment and each year thereafter. Annual training must include the following: staff complete annual training (a) Every calendar year after the first year of employment, the Provider, Provisional Employees and Employees shall attend ten (10) clock hours of diverse training which is offered by an accredited college, university or vocational program or other Department-approved source.

(b)The annual ten (10) clock hours of training shall include the following:

1. At least two (2) hours in evidence based, developmentally appropriate language and literacy practices;
2. At least two (2) hours in on-going child development and health and safety related topics, which could include, but not be limited to:

(i) Child development (e.g., developmental domains (cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; approaches to play and learning), discipline and guidance techniques, children with special needs);

(ii)Health (e.g., nutrition and the support of breast feeding, physical activity, prevention and control of illnesses and infectious diseases, immunizations, prevention of and response to emergencies due to food and allergic reactions, cleanliness, sanitation, and the appropriate disposal of bio contaminants);

(iii) Safety (e.g., prevention of Sudden Unexpected Infant Death (SUID) which includes Sudden Infant Death Syndrome (SIDS) and the use of safe sleeping practices, medication administration, injury control and prevention, transportation, handling and storage of hazardous materials, identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic, and emergency preparedness planning and response);

(iv) Child abuse and neglect (e.g., identification and reporting, meeting the needs of abused and/or neglected children, prevention of shaken baby syndrome, abusive head trauma and child maltreatment).

3. No more than two (2) of the required ten (10) hours in business-related topics (e.g., parental communication, recordkeeping, management, business planning).

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff: Child Ratios

Comment

EX-HS-.O(2) - Program does not combine mixed ages.