

**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:** 9/4/2025**VisitType:** EX-CAPS-Monitoring**Arrival:** 3:25PM**Departure:** 5:45PM**EX-42714 EXMT-12501 EX-1 - Government
Cobb County District ASP – Dowell Elementary
School**2121 West Sandtown Road, Marietta GA 30064
Cobb County
(678) 594-8059 renee.wooton@cobbk12.org**Mailing Address****Exemption Unit Consultant**

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
9/4/2025	EX-CAPS-Monitoring	Intermediate	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)	

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
2015		0	0	Y	
Cafeteria	, Six and older	2	18	Y	
Gym	, Fives	2	16	Y	
Hallway		0	0	Y	
Media Center	, Six and older	4	29	Y	
Outdoor Area		0	0	Y	
Playground 1		0	0	Y	
Playground 2		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 63

Comments:

The program was operating within the exemption approval. An attempt to complete this visit was made on September 3, 2025. and the director was not present and the person in charge didn't want to complete the visit.

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

EX-HS-.A - Activities appropriate

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

EX-HS-.F - Observed-Variety Throughout Program.

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

EX-HS-.Q - No Swimming Activities Provided

Children's Records**EX-HS-.C Children's Records****Met****Comment**

EX-HS-.C - Observed children's files as required

Exemptions**EX-HS-.X Exemption Requirements****Not Met****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 review of records that parents did not sign a form indicating that they have been informed and understand that the program is not licensed and is not required to be licensed by the state.

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: 9/4/2025**Facility****EX-HS-.B Bathrooms****Technical Assistance****Comment**

EX-HS-.B - Toilets and sinks 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 review of records that the program did not submit for review a fire inspection from the fire marshal completed within the last 12 months.

POI (Plan of Improvement)

The program will obtain appropriate approvals and is in compliance with applicable laws and regulations by the state fire marshal, proper local fire marshal, or state inspector, including a certificate of occupancy.

Correction Deadline: 9/4/2025**EX-HS-.M Playgrounds(CS)****Met****Comment**

EX-HS-.M - Observation-Clean/Good Repair

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

EX-HS-.U - No diapered children enrolled

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

EX-HS-.H - Observed-Staff Remind Children Wash Hand

EX-HS-.I Medications(CS)**N/A****Comment**

EX-HS-.I - Medication not dispensed

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 review of records that the program did not submit evidence to show that emergency drills were conducted as required, including monthly fire drill.

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: 9/4/2025**EX-HS-.T Required Reporting****Met****Comment**

EX-HS-.T - No incidents/injuries requiring reporting

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

EX-HS-.E - Observed Age appropriate learning environment

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

EX-HS-.S - No field trips

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

EX-HS-.R - No Routine Transportation Provided

Sleeping & Resting Equipment

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

N/A

Comment

EX-HS-.V - No infants enrolled

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 15

Staff's Name [# 1]: , Not Met

Date of Hire: 10/14/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 2]: , Not Met

Date of Hire: 08/05/2024

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 3]: , Not Met

Date of Hire: 09/02/2024

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 4]: , Not Met

Date of Hire: 10/15/2020

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 5]: , Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 6]: , Not Met

Date of Hire: 08/01/2023

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 7]: , Not Met

Date of Hire: 08/01/1965

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff's Name [# 8]: , Not Met

Date of Hire: 08/01/2024

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 9]: ,

Not Met

Date of Hire: 11/17/2021

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 10]: ,

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff's Name [# 11]: ,

Not Met

Date of Hire: 07/28/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 12]: ,

Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing

Staff's Name [# 13]: ,

Not Met

Date of Hire: 01/12/2023

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 14]: ,

Not Met

Date of Hire: 08/07/2023

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing,EX-HS-.K(1)-Phone Number Missing,EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 15]: ,

Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-Phone Number Missing,EX-HS-.K(1)-Address Missing,EX-HS-.K(1)-DOB Missing

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

EX-HS-.D(1) - requires valid evidence of a satisfactory Fingerprint Records Check Determination be maintained at the Program for every actual and potential Director, Employee, and Provisional Employee. It was determined based on review of records that one out of 15 staff members had an expired DECAL Criminal Records Check while children were present for care.

POI (Plan of Improvement)

The program will ensure that every employee has a valid and current satisfactory Comprehensive Records Check Determination letter on file and maintained prior to being present at the program while any child is present for care, or before an individual age 17 or older.

Correction Deadline: 9/4/2025

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

EX-HS.G(2)(a-d) requires (a) when any child is present on the premises, at least fifty percent (50%) of the caregiver staff present shall be trained in pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid. (b) There must always be one staff person present in each classroom where children are present that has current and valid pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid training. (c) During any field trip or transportation of children, there must always be a staff member present who has current evidence of the successful completion of pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid. (d) The program director must have current evidence of successful completion of pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid at all times. It was determined based on review of records that four out of 15 staff did not have evidence of obtaining pediatric first aid and CPR certification.

POI (Plan of Improvement)

The program will ensure that at least 50% of staff are trained in pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid. The program will ensure that during any field trip or transportation of children, there must always be a staff member who is present with current evidence of pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid.

Correction Deadline: 9/4/2025

EX-HS-.K Personnel Records**Not Met****Finding**

EX-HS-.K(1)(a-c) requires the program to maintain a personnel file on the director, all employees, provisional employees, personnel, staff, students-in-training, volunteers, clerical, housekeeping, maintenance, and other support staff for the duration of the term of employment plus one calendar year, and it 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; and (c) verification of a satisfactory criminal background check. It was determined based on observation that 11 out of 15 staff had incomplete files in that components of letters a and b were missing, and the other four staff did not have a file.

POI (Plan of Improvement)

The program will secure required information for all personnel. 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 staff, housekeeping staff, maintenance staff, and other support staff.

Correction Deadline: 9/4/2025

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

EX-HS-.N - Director available

EX-HS-.P Staff Training**Not 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 review of records that three out of 15 employees did not complete the initial program orientation.

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: 9/4/2025

Finding

EX-HS-.P(3)(a-k) requires each staff member with direct care responsibilities to complete health and safety training and Health and Safety Orientation training. Each staff member with direct care responsibilities shall complete 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. The training must address the following health and safety topics:

- (a) prevention and control of infectious diseases (including immunization)
- (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;
- (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 review of documentation that three out of 15 staff members did not complete the 10 hours health and safety training within 90 days of employment.

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.

Correction Deadline: 9/4/2025

Finding

EX-HS-.P(4)(a-b) requires, 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).

It was determined based on review of records that 12 out of 15 employees did not complete 10 hours of ongoing training.

POI (Plan of Improvement)

The program will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 9/4/2025

Staffing and Supervision

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

Met

Comment

EX-HS-.O - Observed-Adequate Supervision