

**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:** 2/7/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 4:15PM**EX-50357 EXMT-15469 EX-1 - Government
Rockdale County Public Schools - Pine Street
Afterschool Care**500 Sigman Road, Conyers GA 30012 Rockdale
County
(770) 483-8713 fgadd@rockdale.k12.ga.us**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
2/7/2023	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
Cafeteria	PreK, Fives, Six and older	6	52	Y	
Gym		0	0	Y	
PreK-K		0	0	Y	
Special Needs	, Six and older	2	3	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 55

Comments:

On February 7, 2023, (an in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Frances Gadd, Site Director. During the visit we discussed the Health and Safety Protocols. After the children transition to the afterschool program, their hands are sanitized prior to the distribution of snacks. Other handwashing/sanitation practices are completed, after eating and playtime. The parents are not allowed inside of the building. Also Technical assistance was provided regarding ensuring the parent's signatures are legible on the sign out sheets. It was determined through the observation of records and through discussion, the program is operating as approved.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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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(Findings Report)**Date:** 2/7/2023**VisitType:** EX-Monitoring**Arrival:** 1:30PM**Departure:** 4:15PM**EX-50357 EXMT-15469 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(1) - EX-HS-.A(1) - The Provider does ensure there is a daily prescribed program of varied and developmentally appropriate activities such as arts and crafts, computer time, reading, STEM, outside and gym play that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

The equipment and furniture observed to be properly secured, as applicable. The tables and chairs are wiped down and sanitized before and after snack time. The Provider also ensures the toys are sanitized on a daily basis.

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

The Program does not provide swimming activities.

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

EX-HS-.C(1) – The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, gender, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Not Met****Technical Assistance**

EX-HS-.X(1) - The Program is in compliance with the posting of the certificate, however the approval letter was not included. The Program will ensure the exemption approval letter be posted adjacent to the certificate.

Finding

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined the last fire inspection was conducted March 25, 2021.

POI (Plan of Improvement)

The Program will contact the local fire department to schedule an inspection. Once the inspection has been completed, please email a copy to the Specialist.

Correction Deadline: 3/31/2023

Facility	
EX-HS-.B	Met

Comment

EX-HS-.B(2) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and air dryers.

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

The facility is noticeably very clean and there were no hazards observed accessible to children on this date.

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

The Playground observed to be clean and the equipment is in good repair. It was determined through observation that the playground is free of any debris and/or hazards.

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

Comment

Hand washing requirements for diapering were discussed with the director on this date

EX-HS-.H Hygiene (NCP)	Met
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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

It was determined through discussion the Provider does not administer medication.

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

Comment

It was determined that the Program provides parents a copy it's written policies and procedures.

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

Comment

The Program does not sponsor field trips.

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

Determined age-appropriate discipline is communicated to staff on this date.

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

The 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

The Program does not care for infants therefore safe sleep policies are not necessary.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - It was determined by the observation of records the program does maintain a personnel file on all Staff.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator is generally on the premises and if absent at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

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

15.3.2.1 The comprehensive records check must be processed by DECAL, and the comprehensive records check determination letter must be issued by DECAL. Any other fingerprint or records check, including those conducted by other state or federal agencies, will not satisfy the CAPS requirement. It was determined by the observation of records, eight (8) out of nine (9) employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

POI (Plan of Improvement)

The Provider will ensure the employee completes the Criminal Record Checks through DECAL. A One-Day letter was issued on this day.

Correction Deadline: 2/10/2023

EX-HS-.W First Aid & CPR (NCP)	Not Met
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Finding

EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined, seven (7) out of nine (9) employees have completed CPR/First Aid training.

POI (Plan of Improvement)

The Program will ensure the staff completes the CPR/First Aid training.

EX-HS-.P Staff Training (NCP)

Not Met

Finding

EX-HS-.P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined, seven (7) out of nine (9) employees have completed the Health and Safety Orientation training.

POI (Plan of Improvement)

The Program will ensure the employees complete the Health and Safety Orientation training.

Correction Deadline: 3/31/2023

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 that none of the employees have completed the annual ten (10) hours of training.

POI (Plan of Improvement)

The Program will ensure all of the employees complete the annual ten (10) clock hours of training.

Correction Deadline: 5/31/2023

Staffing and Supervision

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

Met

Comment

It was determined by observation that adequate supervision was provided on this date.