

**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:** 7/11/2023**VisitType:** EX-Monitoring**Arrival:** 10:20AM **Departure:** 12:35PM**EX-47930 EXMT-13330 EX-1 - Government
Gwinnett County Board of Commissioners-
Shorty Howell Park**2750 Pleasant Hill Road, Duluth GA 30096 Gwinnett
County
(678) 277-0927
Tania.Ballou@GwinnettCounty.com**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/11/2023	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
Multi Purpose Room	, Six and older	3	29	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 29

Comments:

Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their designated exemption category during the time of the visit.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.ga.us/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@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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Joint with:

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

EX-HS-.A(2)(a)-(c) - Individual attention to children observed during time of visit.

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)**Met****Comment**

Swimming activities provided off site. A swim test is conducted weekly for program participants and permission to participate in swim activities is acquired weekly. Permission to swim was observed for June 29, 2023.

Children's Records**EX-HS-.C****Technical Assistance****Technical Assistance**

EX-HS-.C(1) - Please ensure all children's records include emergency contact information in the event parent (s) cannot be reached. This would include name, phone number and complete address.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

EX-HS-.X(2) - Parent agreements observed in sample of three children's records.

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

EX-HS-.B(5) - Bathrooms were observed to be clean and well stocked with soap, paper towels, and toilet paper on the date of the visit.

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

Observed current fire inspection dated May 25, 2023.

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

Comment

Playground observed to be clean and in good repair. Resilient surfacing could not be measured due to recent rain saturation of wood chips.

Health and Hygiene

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

Comment

Program does not serve children diapered children.

EX-HS-.H Hygiene (NCP) **Met**

Comment

Staff were observed to remind children to wash hands.

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

Comment

Observed medication stored inaccessible to children

Policies and Procedures

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

Comment

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

EX-HS-.T Required Reporting (NCP) **Met**

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **Met**

Comment

EX-HS-.S(1) - Permission forms for off site swimming were observed to be complete during the time of the visit.

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

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS) **Not Met**

Finding

EX-HS-.R(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Program, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the Specialist's review of transportation records that the log did not include a first check of the vehicle once transportation has concluded.

POI (Plan of Improvement)

The Program will use the model log for transportation.

Correction Deadline: 7/12/2023

Finding

EX-HS-.R(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the Specialist's review of transportation records that the log did not include a second check of the vehicle once transportation has concluded.

POI (Plan of Improvement)

The Program will use the model log for transportation.

Correction Deadline: 7/12/2023

Sleeping & Resting Equipment

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

N/A

Comment

No infants are enrolled.

Staff Records

EX-HS-.K

Met

Comment

EX-HS-.K(1) - Staff records were observed to be on-site and complete at the time of the visit.

EX-HS-.N

Met

Comment

EX-HS-.N(1) - Director for the program was present on the date of the visit.

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

Met

Comment

Criminal record checks were observed to be complete on the date of the visit for current staff.

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

Met

Comment

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

EX-HS-.P Staff Training (NCP)

Met

Comment

Observed training for all staff members on this date and was complete based on the hire dates for each staff member.

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

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Gwinnett County Board of Commissioners-Best
Friend Park**6224 Jimmy Carter Boulevard, Norcross GA 30071
Gwinnett County
(678) 277-0927
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Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/12/2023	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
Gym	, Six and older	2	12	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 2

#Children Count: 12

Comments:

Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their approved exemption category.

Corrective Action Plan: Developed This Date

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- 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

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Joint with:

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

EX-HS-.A(2)(a)-(c) - Individual attention to children was observed during the time of the visit.

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)**Met****Comment**

Swimming rules discussed at the time of the visit.

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

EX-HS-.C(1) 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: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; 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; 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 the Specialist's review of a sample of three children's records that child #2 did not have two required emergency contacts in the even the parent(s) cannot be reached.

POI (Plan of Improvement)

The Program will ask the parent for emergency contact information. Children's records will be audited for completeness,

Correction Deadline: 7/12/2023**Exemptions**

EX-HS-.X Exemption Requirements (NCP)	Met
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Comment

EX-HS-.X(1) - The exemption certificate and approval letter were observed posted in a visible manner on the date of the visit.

	Facility
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EX-HS-.B	Met
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Comment

EX-HS-.B(5) - Bathrooms used by children were viewed on the date of the visit and were clean and well stocked with needed items.

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

Observed current fire inspection dated June 1, 2023.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Program does not serve diapered children.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Proper hand washing observed throughout the program.

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

Documentation for medication dispensing observed complete.

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

It was determined that the program provides Parents a copy of the Program'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
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EX-HS-.S	Met
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Comment

EX-HS-.S(1) - Permission for sole field trip taken this summer was viewed and determined to be complete.

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

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS)	Met
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Comment

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. Program does not provide routine transportation. Documentation was viewed for the only field trip that has taken place this summer and was determined to be complete.

Sleeping & Resting Equipment

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

Program does not serve infants.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - Staff records were reviewed and are maintained on site at the program.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - Program Director was present at the time of the visit.

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

Criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

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

EX-HS-.P Staff Training (NCP)	Met
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Comment

Observed training for all staff members on this date based on the date of hire for each staff member.

Staffing and Supervision

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

Program observed to maintain appropriate staff: child ratios. There double the number of required staff present on the date of the visit.

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(Cover Sheet)**Date:** 7/12/2023**VisitType:** EX-Monitoring**Arrival:** 9:30AM**Departure:** 11:45AM**EX-53762 EXMT-18287 EX-7 - Day camp****Code Ninjas Douglasville**

3142 Golf Ridge Blvd, Douglasville GA 30135

Douglas County

(678) 203-8603 omnisfoundation@gmail.com

Mailing Address

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
7/12/2023	EX-Monitoring	NA	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
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			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
Main Area	, Fives, Six and older	3	4	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 4

Comments:

A CAPS Monitoring Visit was completed on July 12, 2023. The Specialist met with Ms. Henderson, program manager. A One Day letter was left at the program.

Corrective Action Plan:Developed This Date



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- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
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(Findings Report)**Date:** 7/12/2023**VisitType:** EX-Monitoring**Arrival:** 9:30AM**Departure:** 11:45AM**EX-53762 EXMT-18287 EX-7 - Day camp
Code Ninjas Douglasville**3142 Golf Ridge Blvd, Douglasville GA 30135
Douglas County
(678) 203-8603 omnifoundation@gmail.com**Mailing Address**

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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.

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

EX-HS-.C(1) 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: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; 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; 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 review of records that the program didn't maintain a file for three out of three children while in care.

POI (Plan of Improvement)

The Program will maintain a file for each child while in care and for one year after the child is no longer enrolled.

Correction Deadline: 7/12/2023**Finding**

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. It was determined based on review of records that the program did not provide a copy of children's immunization for three out of three children.

POI (Plan of Improvement)

The Program will request a copy of the children's immunization's records and maintain in their file.

Correction Deadline: 7/22/2023**Exemptions**

Finding

EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that only the exemption certificate was posted by the program's main entrance.

POI (Plan of Improvement)

The Program will post both the exemption letter and certificate by the program's main entrance.

Correction Deadline: 7/12/2023

Finding

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on review records that parents did not sign a form indication that they been advised that the program is not licensed and is nor required to be licensed by the state.

POI (Plan of Improvement)

The Program will ensure that at the time of registration, all parents will sign a form indicating that they have been advised that the program is not licensed and is not required to be licensed by the state.

Correction Deadline: 7/12/2023

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

Met

Comment

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS)

N/A

Comment

No playground provided

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

N/A

Comment

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)

Met

Comment

Staff were observed to remind children to wash hands.

EX-HS-.I Medications (CS)

N/A

Comment

Medication is not dispensed

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

Technical Assistance

Technical Assistance

TA provided to ensure that the program's parent handbook include the following policies and procedures; the prevention of and response to food and allergic reactions, the handling and appropriate disposal of bodily fluids and storage of hazardous materials, and recognition and reporting of child abuse and neglect.

Technical Assistance

EX-HS-.J(1)(a-i) - TA provided to keep written records of emergency drills.

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 offered

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

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

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

Program does not provide routine transportation.

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

No infants are enrolled.

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

EX-HS-.K(1) 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: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that the program did not maintain a personnel file that contained identifying information on three out of three employees.

POI (Plan of Improvement)

The Program will maintain a personnel file on all employees that will include identifying information.

Correction Deadline: 7/17/2023

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 based on review of records that three out of three staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 7/12/2023

EX-HS-.W First Aid & CPR (NCP)**Not Met****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 based on review of records that three out of three staff did not have CPR and First Aid training on file.

POI (Plan of Improvement)

The Program will ensure that staff members complete First Aid and CPR training within 90 days of hire date, maintain evidence on file, and submit to the department for review when requested.

Correction Deadline: 8/11/2023

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 review of documentation that three out of staff three members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff members complete the health and safety training within 90 days of employment and submit to the department for review when requested.

Correction Deadline: 8/11/2023

Staffing and Supervision

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

Program observed to maintain appropriate staff: child ratios.

**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.gov

(Cover Sheet)**Date:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 9:10AM**Departure:** 12:00PM**EX-41125 EXMT-5219 EX-7 - Day camp
Cherokee Outdoor Family YMCA**201 East Bells Ferry Road, Woodstock GA 30189
Cherokee County
(770) 591-6092 robertbe@ymcaatlanta.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/13/2023	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
Bearren	, Six and older	3	27	Y	
Field		0	0	Y	
Lake	, Six and older	3	19	Y	Swimming activities
Pavillion	, Six and older	3	29	Y	
Playground	, Fives, Six and older	2	19	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 11

#Children Count: 94

Comments:

A CAPS Monitoring Visit was completed on July 13, 2023. A One Day letter was issued on this day. The Specialist met with Ms. Proudfoot, registrar and Katherine Day, assistant site lead.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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@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).

**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.al.ga.gov

(Findings Report)**Date:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 9:10AM**Departure:** 12:00PM**EX-41125 EXMT-5219 EX-7 - Day camp
Cherokee Outdoor Family YMCA**201 East Bells Ferry Road, Woodstock GA 30189
Cherokee County
(770) 591-6092 robertbe@ymcaatlanta.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.al.ga.gov

Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

The program was an outdoor camp. A variety of equipment and activities were observed throughout the Program.

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

The pool was not in used at the time of the visit. The children swim at the lake. Lifeguard is certified and present.

Comment

There are enough staff present to safely supervise. Children are required to wear a lifevest during water activities.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

Observed the exemption certificate and letter posted by the program's main entrance. Children's immunization records and notice of exemption were also reviewed.

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

Program was outdoors and appeared clean and well maintained. Safety plan was also observed.

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

The playground is fenced in 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 (NCP)	Met
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Comment

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

Comment

Observed medication stored inaccessible to children

Policies and Procedures

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

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

Comment

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

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
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS)	Met
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Comment

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

No infants are enrolled.

Staff Records

EX-HS-.K	Technical Assistance
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Technical Assistance

EX-HS-.K(1) - TA provided to maintain a personnel files accessible on-site. The provider reported that personnel files are kept at the main office.

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 based on review of records that one out of 21 staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 7/13/2023

EX-HS-.W First Aid & CPR (NCP)**Met****Comment**

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

EX-HS-.P Staff Training (NCP)**Technical Assistance****Technical Assistance**

TA provided to maintain a personnel files, including training history accessible on-site.

Staffing and Supervision

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

Program observed to maintain appropriate staff: child ratios.

**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:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 10:15AM **Departure:** 12:15PM**EX-47729 EXMT-13176 EX-1 - Government
Gwinnett County Board of Commissioners-
Pinckneyville Park Community Recreation Center**4650 Peachtree Industrial Boulevard, Berkeley Lake
GA 30096 Gwinnett County
(678) 277-0927
Tania.Ballou@GwinnettCounty.com**Regional Consultant**

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@decal.ga.gov

Joint with:

Mailing Address

Same

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
7/13/2023	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 (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
Classroom 3	, Six and older	2	13	Y	
Classroom 5	, Six and older	4	25	Y	
Classroom 6		0	0	N	
The Big Room	, Fives, Six and older	4	18	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 1

#Staff Count: 10

#Children Count: 56

Comments:

Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their designated exemption category.

Corrective Action Plan:No Plan Developed



Please refer the website, <http://www.dec.state.ga.us/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

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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).

**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.gov

(Findings Report)**Date:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 10:15AM**Departure:** 12:15PM**EX-47729 EXMT-13176 EX-1 - Government
Gwinnett County Board of Commissioners-
Pinckneyville Park Community Recreation Center**4650 Peachtree Industrial Boulevard, Berkeley Lake
GA 30096 Gwinnett County
(678) 277-0927
Tania.Ballou@GwinnettCounty.com**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.gov

Joint with:

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

EX-HS-.A(2)(a)-(c) - Individual attention to children in care was observed at the time of the visit.

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)**Met****Comment**

Swimming rules discussed. Program swims at an off site pool on a regular basis.

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

EX-HS-.C(1) - A sample of three children's records were reviewed and deemed complete on the day of the visit.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

Observed current fire inspection.

Comment

EX-HS-.X(2) - Observed the parent agreement in three of three children's records.

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

EX-HS-.B(4) - Bathrooms were well supplied with soap, hand drying equipment, and toilet paper.

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

Program appears clean and well maintained. All classrooms used by children in care were viewed during the day of the visit.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

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

Program does not serve diapered children.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Proper hand washing observed throughout the program.

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

Discussed proper medication documentation and procedures.

Policies and Procedures

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

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

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	Met
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Comment

EX-HS-.S(1) - Permission forms for field trips are collected weekly for each child. Field trip forms for the current week were viewed.

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

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS)	Technical Assistance
------------------------------	----------------------

Technical Assistance

EX-HS-.R(7)(d)2. - Discussed signature of second staff member that confirmed all children were removed from vehicle on transportation log.

Sleeping & Resting Equipment

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

Comment

No infants are enrolled.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - Staff records were viewed and are maintained on site.

EX-HS-.N	Met
-----------------	------------

Comment

EX-HS-.N(1) - The Program Director was present at the time of the visit.

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

Criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

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

EX-HS-.P Staff Training (NCP)	Met
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Comment

Observed training for all staff members on this date. Staff training was complete for staff based on date of hire.

Staffing and Supervision

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

Comment

Adequate supervision observed on this date. Staff to child ratios exceeded requirements on the date of the visit.

**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.gov

(Cover Sheet)**Date:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 11:40AM **Departure:** 1:35PM**EX-52317 EXMT-17107 EX-7 - Day camp**
Thrive Christian Academy Inc.6015 Old Stone Mountain Road, Stone Mountain GA
30087 DeKalb County
(470) 375-4120 info@thrivechristianacademy.org**Mailing Address**

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/13/2023	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
Cornerstone Room		0	0	Y	
Gym	, Six and older	2	20	Y	
Kindegarten		0	0	Y	
Playground		0	0	Y	
Room 113		0	0	Y	
Special Needs		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 20

Comments:

On July 13, 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.

Corrective Action Plan: No Plan Developed



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

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2. Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
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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).

**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.al.ga.gov

(Findings Report)**Date:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 11:40AM **Departure:** 1:35PM**EX-52317 EXMT-17107 EX-7 - Day camp**
Thrive Christian Academy Inc.6015 Old Stone Mountain Road, Stone Mountain GA
30087 DeKalb County
(470) 375-4120 info@thrivechristianacademy.org**Mailing Address**

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

Joint with:

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)**N/A****Comment**

Program does not provide swimming activities.

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

It was determined based on administrative review that the program could not provide evidence of a recent Fire Inspection dated within 12 months. The consultant could not confirm compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

Correction Deadline: 8/31/2023**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

No hazards observed accessible to children on this date.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Comment

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

EX-HS-.T Required Reporting (NCP)	Met
--	------------

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

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

Comment

Program does not provide routine transportation.

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

Seven (7) of seven (7) staff criminal record checks were observed to be complete. Please note, the additional staff listed is for a different CAT, have completed a Criminal Records Check.

EX-HS-.W First Aid & CPR (NCP)	Met
---	------------

Comment

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

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 Health and Safety training was not conducted.

POI (Plan of Improvement)

The Program will ensure Health and Safety training is conducted within 90 days of the hire date as required.

Correction Deadline: 8/12/2023

Staffing and Supervision	
--------------------------	--

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

Met

Comment

Adequate supervision observed on this date.

**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:** 7/17/2023**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:45AM**EX-56587 EXMT-20187 EX-7 - Day camp****Jazzle Dance Studio**

3155 Cobb Pkwy SE, Atlanta GA 30339 Cobb

County

(770) 609-7182 jazzledancestudio@gmail.com

Mailing Address

Same

Regional 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	Intermediate Action Category	Dismissal Action Category
7/17/2023	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
Main Room	, Fives, Six and older	2	8	Y	Physical movement and stretching

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 8

Comments:

A CAPS Monitoring Visit was completed on July 17, 2023. The Specialist met with Ms. Rollins, program owner. A One Day letter was issued on this day.

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
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- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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**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

(Findings Report)**Date:** 7/17/2023**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:45AM**EX-56587 EXMT-20187 EX-7 - Day camp
Jazzle Dance Studio**3155 Cobb Pkwy SE, Atlanta GA 30339 Cobb
County
(770) 609-7182 jazzledancestudio@gmail.com**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.us

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)****Technical Assistance****Technical Assistance**

Only the exemption certificate was observed posted at the program. TA provided to post both the exemption certificate and approval letters by the program's main entrance. TA was also provided to collect children's immunization during enrollment. Records show that the last fire inspection was conducted in April 2022. Annual fire inspection requirement discussed with the provider.

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

No hazards observed accessible to children on this date.

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

No playground provided

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

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)**Met****Comment**

Staff were observed to remind children to use hand sanitizer before having snack. Discussed best practice is to use soap and water.

Comment

Medication is not dispensed

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

Not Met

Technical Assistance

TA provided to maintain documentation of the dates and times of the safety drills.

Finding

EX-HS-.J(1)(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) 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; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of documentation that the program had incomplete written policies and procedures.

POI (Plan of Improvement)

The Program will establish and implement policies and procedures that will include components in in letters a through i.

Correction Deadline: 7/22/2023**EX-HS-.T Required Reporting (NCP)**

Met

Comment

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S**

N/A

Comment

On-site field trips only.

EX-HS-.E Discipline (CS)

Met

Comment

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS)

N/A

Comment

Program does not provide routine transportation.

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)

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 based on review of records that four out of four staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 7/17/2023

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

Technical Assistance

Technical Assistance

Observed evidence of staff training in CPR on this date. TA provided to complete both CPR and first aid training. All staff are required to complete CPR and first aid training within 90 days of employment.

EX-HS-.P Staff Training (NCP)

Technical Assistance

Technical Assistance

The provider stated that she provides an initial orientation. TA provided regarding training requirements.

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.

**Bright from the Start - Georgia Department of Early Care and Learning**

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Atlanta, GA 30334

Phone: (404)657-5562 www.dec.state.ga.us

(Cover Sheet)**Date:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp**
Kickin 2 Fitness Studio4457 Covington Hwy, Decatur GA 30035 DeKalb
County
(470) 359-4985 kickin2fitness@gmail.com**Mailing Address**

Same

Regional Consultant

Melissa Malone

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
7/18/2023	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
Classroom		0	0	Y	
Holding Area/ Small Classroom		0	0	Y	
Lower Gym		0	0	Y	
Main Level Show Gym		0	0	Y	
Playground		0	0	Y	
Upper Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 0

#Children Count: 0

Comments:

On July 18, 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 summer program ended June 30, 2023.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.state.ga.us/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@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:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp
Kickin 2 Fitness Studio**4457 Covington Hwy, Decatur GA 30035 DeKalb
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(470) 359-4985 kickin2fitness@gmail.com**Mailing Address**

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

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.

Comment

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

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)****Met****Comment**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities 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 (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

Medication is not dispensed

Policies and Procedures

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

It was determined based on administrative review that the program did not provide evidence of emergency drills.

POI (Plan of Improvement)

The provider will ensure drills are conducted and remain on file.

Correction Deadline: 8/31/2023

Comment

It was determined that the program provides Parents a copy of the Program'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
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

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

Three (3) of three (3) Criminal record checks were observed to be complete. Please note, the other staff members listed are for the after school program and have received a Criminal Records Check.

Comment

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

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 staff members did not complete Health and Safety training within the first 90 days of hire.

POI (Plan of Improvement)

The Program will complete Health and Safety training as required.

Correction Deadline: 8/17/2023

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date. The summer camp ended June 30, 2023.