

**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:** 12/11/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:50PM**EX-42915 EXMT-4859 EX-1 - Government
New Manchester Elementary (Douglas County
School ASP)**2242 Old Lower River Road, Douglasville GA 30135
Douglas County
(770) 651-4400 brandon.bowen@dcssga.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
12/11/2023	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
315		0	0	Y	
501		0	0	Y	
ASP Office/classroom		0	0	Y	
Cafeteria	, Six and older	4	99	Y	
Cafeteria 2		0	0	Y	
Gym		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 99

Comments:

A join CAPS Monitoring Visit was completed with Ms. Benton on December 11, 2023. The Specialist and Ms. Benton met with Mr. Bowen, program director.

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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(Findings Report)**Date:** 12/11/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:50PM**EX-42915 EXMT-4859 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

Age appropriate activities observed on this day.

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****Technical Assistance**

Observed the exemption approval letter and certificate posted. TA provided to post by the program's main entrance.

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 based on observation that the program did not submit a complete fire inspection report for review.

POI (Plan of Improvement)

The Program will ensure to submit a complete fire inspection report for review and follow the fire marshal guideline. Program will also keep a copy of the report on file.

Correction Deadline: 12/11/2023**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Program appears clean and well maintained.

Finding

EX-HS-.M(2) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that two rock steps had an opening about one inch that caused an entrapment hazard for the children. One of four blue tables in the the K- 1st grade playground had paint chipped and rust material exposed.

POI (Plan of Improvement)

The Program will ensure that the table with the rusted table and the rock steps are removed or replace.

Correction Deadline: 12/21/2023

Finding

EX-HS-.M(3) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the walkway to the climber in the big kid's playground had an area approximately 6 by 6 inches of the plastic ground covering ramp that was cracked, raised that posed a tripping hazard. Five big exposed rocks were also observed to pose a tripping hazard.

POI (Plan of Improvement)

The Program will ensure that the rocks are removed and cones are used to avoid children from using the walkway to the playground.

Correction Deadline: 12/11/2023

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)

N/A

Comment

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)

Not Met

Finding

EX-HS-.H(1) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, and after contamination by any other means. It was determined based on observation that children did not wash their hands before having snacks.

POI (Plan of Improvement)

The Program will ensure that all children wash their hands before and after having snacks.

Correction Deadline: 12/11/2023

EX-HS-.I Medications (CS)

N/A

Comment

Medication is not dispensed

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.

Comment

Observed evidence of written policies and procedures that describe the Program's operations 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
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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

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

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

Program does not provide routine transportation.

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

No infants are enrolled.

	Staff Records
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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)	Not Met
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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 one out of ten staff 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: 1/10/2024

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 based on review of records that nine out of ten staff did not complete 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

Correction Deadline: 1/10/2024

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

Technical Assistance

Discussed supervising all children at all times when transitioning from one activity or area to another.