

**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:** 12/6/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:20PM**EX-42896 EXMT-4839 EX-1 - Government
Bill Arp Elementary (Douglas County School
ASP)**6550 Alexander Parkway, Douglasville GA 30135
Douglas County
(770) 651-3200 cecelia.hamilton@dcssga.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
12/6/2023	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
210	, Six and older	1	9	Y	
Cafeteria	, Six and older	4	30	Y	
Kindergarten-Frogs	, Fives, Six and older	2	17	Y	Reading
Playground A		0	0	Y	
The Landing	, Six and older	2	10	Y	Reading

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 9

#Children Count: 66

Comments:

A CAPS Monitoring Visit was completed on December 6, 2023. The Specialist met with Ms. Hamilton, program director.

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

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:** 12/6/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:20PM**EX-42896 EXMT-4839 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**

Equipment 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**

The exemption certificate and letter were posted and children's immunization records are accessed by the ASP director, Ms. Hamilton. Emergency drills documentation was also observed completed on this date.

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

Please be mindful to keep hand sanitizers, brooms, mops inaccessible to children.

Comment

Program appears clean and well maintained.

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

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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

Documentation for medication dispensing observed complete.

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 evidence of written policies and procedures that describe the Program's operations on this date.

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

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

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)	Technical Assistance
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Technical Assistance

Criminal record checks were observed to be complete. TA provided to ensure that new staff complete the fingerprint process before starting working in the afterschool program.

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.

Technical Assistance

Observed training for staff members on this date. TA provided to maintain copies on file for all staff.

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

Program observed to maintain appropriate staff: child ratios.