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: 8/30/2023 **VisitType:** EX-Monitoring **Arrival:** 1:50PM **Departure:** 4:10PM

EX-53272 EXMT-18151 EX-7 - Day camp
BTG Learning

3709 Gentian Blvd, Columbus GA 31907 Muscogee County
(762) 208-5048 wanda@btglearning.com

Mailing Address

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868
Fax: (770) 232-1931
rosalyn.elder@decal.ga.gov

Joint with:

Compliance Zone Designation		
8/30/2023	EX-Monitoring	Prevention

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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		0	0	Y	No children were present

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 0 #Children Count: 0

Comments:
On August 30, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Wanda Wozniak. During the visit we discussed Health and Safety Protocols. After the children are dropped off by their parents, they are met by a staff member that checks them in and the children's hands are sanitized at the start of the day. Other handwashing/sanitation practices are completed, after eating and toileting. It was determined through the observation of records and through discussion, that the Program is operating as approved. One Day and Warning letters were issued on this day.

Corrective Action Plan:Developed This Date

Please refer the website, http://www.decal.ga.gov/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@decal.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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(Children Worksheet)

Date: 8/30/2023 **VisitType:** EX-Monitoring **Arrival:** 1:50PM **Departure:** 4:10PM

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Joint with:

Records Reviewed: 3 **Records with Missing/Incomplete Components: 0**

Child's Name [# 1]: DeMunn, Warren	Met
Child's Name [# 2]: Frady, Benjamin	Met
Child's Name [# 3]: Gundberg, Jacklynn	Met

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(Staff Worksheet)

Date: 8/30/2023 **VisitType:** EX-Monitoring **Arrival:** 1:50PM **Departure:** 4:10PM

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Joint with:

Records Reviewed: 10 **Records with Missing/Incomplete Components: 10**

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 9]: Williams, Jamahl — Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Records Reviewed: 10 **Records with Missing/Incomplete Components: 10**

Staff's Name [# 10]: Wozniak, Wanda Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

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(Findings Report)

Date: 8/30/2023 **VisitType:** EX-Monitoring **Arrival:** 1:50PM **Departure:** 4:10PM

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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(1) -The Provider does ensure there is a daily prescribed program of varied and developmentally appropriate activities such as physical activities, arts and crafts, math, ELA english, language arts, freeplay inclusive of basketball and soccer that promote 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. All chairs, tables and equipment are wiped down and 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 **Not 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.

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 through conversation, the Provider does not keep the immunization record on file for each child.

POI (Plan of Improvement)
The Program will maintain an immunization record in the file for each child.

Correction Deadline: 9/29/2023

Exemptions

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

Comment
EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area in the main lobby.

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 through discussion there has not been a recent fire inspection conducted by the local fire marshal office.

POI (Plan of Improvement)
The Program will contact the proper local authorities to obtain a copy of the most current fire inspection report. The Program will send a copy of the report to the Specialist.

Correction Deadline: 10/31/2023

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 single-use towels.

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 is provided however there are numerous physical activities and free play that is available for the children.

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
Medications are not dispensed.

Policies and Procedures

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

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

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 that the program does not have written policies and procedures for emergency preparedness.

POI (Plan of Improvement)
The Program will create a written policy and procedures for emergency preparedness.

Correction Deadline: 10/31/2023

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

Comment
There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **Not Met**

Finding
EX-HS-.S(1) requires Program Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined that the Provider does not obtain a written permission form from the parent in advance of the child's participation in a field trip.

POI (Plan of Improvement)
The Program will start obtaining written permission forms from parents in advance of the child's participation in a field trip.

Correction Deadline: 9/4/2023

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

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

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

Technical Assistance
The last completed inspection was observed for one (1) vehicle used in transporting children this date. The last inspection was completed January 8, 2022. Technical Assistance was provided regarding the importance of ensuring there is an inspection conducted annually.

Finding
EX-HS-.R(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Program uses in the area where the Program is located and the telephone numbers where the Parent(s) can be reached. It was determined that the Program does not maintain in the vehicle for each child transported a copy of the emergency medical information record for each child.

POI (Plan of Improvement)
The Program will start ensuring that they will maintain in the vehicle a copy of the emergency medical information record for each child.

Correction Deadline: 9/5/2023

Sleeping & Resting Equipment

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

Comment
No safe sleep policies are necessary.

Staff Records

EX-HS-.K **Met**

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**

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**

Finding
EX-HS-.D(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director, each all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined through discussion, the Program utilizes ADP for background checks and does not obtain them through DECAL.

POI (Plan of Improvement)
The Program will ensure all of the employees complete a comprehensive background check through DECAL.

Correction Deadline: 9/6/2023

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

Finding
EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined through discussion, none of the staff members have a current CPR/First Aid certification.

POI (Plan of Improvement)
The Program will ensure that all of the staff members complete the First Aid/CPR training.

Correction Deadline: 11/30/2023

EX-HS-.P Staff Training (NCP) **Not Met**

Finding
EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined through discussion, none of the staff members have completed Health and Safety Orientation training.

POI (Plan of Improvement)
The Program will ensure that all of the staff complete the Health and Safety Orientation training.

Correction Deadline: 10/31/2023

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.

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(Summary Report)

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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(1) -The Provider does ensure there is a daily prescribed program of varied and developmentally appropriate activities such as physical activities, arts and crafts, math, ELA english, language arts, freeplay inclusive of basketball and soccer that promote 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. All chairs, tables and equipment are wiped down and 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 **Not 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.

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POI (Plan of Improvement)
The Program will maintain an immunization record in the file for each child.

Correction Deadline: 9/29/2023

Exemptions

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

Comment
EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area in the main lobby.

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 through discussion there has not been a recent fire inspection conducted by the local fire marshal office.

POI (Plan of Improvement)
The Program will contact the proper local authorities to obtain a copy of the most current fire inspection report. The Program will send a copy of the report to the Specialist.

Correction Deadline: 10/31/2023

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 single-use towels.

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 is provided however there are numerous physical activities and free play that is available for the children.

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
Medications are not dispensed.

Policies and Procedures

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

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

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 that the program does not have written policies and procedures for emergency preparedness.

POI (Plan of Improvement)
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Correction Deadline: 10/31/2023

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

Comment
There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **Not Met**

Finding
EX-HS-.S(1) requires Program Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined that the Provider does not obtain a written permission form from the parent in advance of the child's participation in a field trip.

POI (Plan of Improvement)
The Program will start obtaining written permission forms from parents in advance of the child's participation in a field trip.

Correction Deadline: 9/4/2023

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

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

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

Technical Assistance
The last completed inspection was observed for one (1) vehicle used in transporting children this date. The last inspection was completed January 8, 2022. Technical Assistance was provided regarding the importance of ensuring there is an inspection conducted annually.

Finding
EX-HS-.R(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Program uses in the area where the Program is located and the telephone numbers where the Parent(s) can be reached. It was determined that the Program does not maintain in the vehicle for each child transported a copy of the emergency medical information record for each child.

POI (Plan of Improvement)
The Program will start ensuring that they will maintain in the vehicle a copy of the emergency medical information record for each child.

Correction Deadline: 9/5/2023

Sleeping & Resting Equipment

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

Comment
No safe sleep policies are necessary.

Staff Records

Records Reviewed: 10 **Records with Missing/Incomplete Components: 10**

Staff # 1 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 2 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 3 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 4 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 5 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 6 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 7 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 8 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 9 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Records Reviewed: 10 **Records with Missing/Incomplete Components: 10**

Staff # 10 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

EX-HS-.K **Met**

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**

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**

Finding
EX-HS-.D(3) requires valid Evidence of a satisfactory criminal records check must be maintained at the program site for the Director, each all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request. It was determined through discussion, the Program utilizes ADP for background checks and does not obtain them through DECAL.

POI (Plan of Improvement)
The Program will ensure all of the employees complete a comprehensive background check through DECAL.

Correction Deadline: 9/6/2023

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

Finding
EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined through discussion, none of the staff members have a current CPR/First Aid certification.

POI (Plan of Improvement)
The Program will ensure that all of the staff members complete the First Aid/CPR training.

Correction Deadline: 11/30/2023

EX-HS-.P Staff Training (NCP) **Not Met**

Finding
EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined through discussion, none of the staff members have completed Health and Safety Orientation training.

POI (Plan of Improvement)
The Program will ensure that all of the staff complete the Health and Safety Orientation training.

Correction Deadline: 10/31/2023

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.

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(Compliance Determination Worksheet)

Date: 8/30/2023 **VisitType:** EX-Monitoring **Arrival:** 1:50PM **Departure:** 4:10PM

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Rosalyn Elder

Phone: (404) 780-0868
Fax: (770) 232-1931
rosalyn.elder@decal.ga.gov

Joint with:

Rule Violations

Naming Number	Severity	Core Standard	NonCore With Points
EX-HS-.J(1)(a-i)-Policies and Procedures-Contents	Low		x
EX-HS-.W(2)-Staffing requirement	Low		x
EX-HS-.X(4)-Exemption requirements - Approval authorities	Low		x
EX-HS-.D(3)-CBC results on file for all staff on-site	Low	x	
EX-HS-.R(7)(b)-Emergency Medical Information	Low	x	

	Low	Medium	High	Extreme	Total
Core Standard Severity Totals:	2	0	0	0	2
Non-Core Standard Severity Totals:					3
				Total Points	5

Violation Class (A,B,C,D)	Violation Level			
	I 0-3 Points	II 4-5 Points	III 6-10 Points	IV 11 + Points
D (10 points per indicator) • Extreme Harm • Imminent Danger	I3 - (D)			
C (6 points per indicator) • High Risk	I1 - I2 (CI)	I1 - I3 (CII)	I2-C (CIII)	I3 (CIV)
B (2 points per indicator) • Medium Risk	N/A ** (BI)	P2 - P3 (BII)	I1 - I2 (BIII)	I2 (BIV)
A (1 point per indicator) • Low Risk • CCDF Non Core	P1 - P2 (AI)	P1 - P3 (AII)	P2-P3 (AIII)	I1 - I2 (AIV)

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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)**	

BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, GA 30334
(404) 656-5957

Brian P. Kemp
GOVERNER

Amy M.Jacobs
COMMIMISSIONER

Date: 8/30/2023
Wanda Wozniak,Director

d/b/a BTG Learning
3709 Gentian Blvd
Columbus, GA, 31907

Wanda Wozniak:

Re: Notice of Failure to Comply with Health and Safety Requirements for Exempt Programs Receiving Subsidy

In accordance with federal regulations (45 CFR Parts 98 and 99), CAPS Policy 12.4.5 requires that all staff and residents of both informal providers and license-exempt providers participating in the Childcare and Parent Services (CAPS) program comply with health and safety standards as defined by the Department of Early Care and Learning (DECAL). For more information on health and safety standards, refer to the Health and Safety Standards for Providers Receiving Subsidy Manual (www.decal.ga.gov/CCS -> Exemptions -> Documents).

During a monitoring visit on Date: 8/30/2023, it was determined that you did not meet one or more health and safety standards.
Refer to the monitoring checklist from that visit for details.

Immediate corrective action is expected. Failure to comply with health and safety standards may result in sanctions up to and including dismissal from the CAPS program.

If you have any questions regarding this visit, please call me at . If you have any questions regarding CAPS, please call 1-833-4GA-CAPS (1-833-442-2277).

Sincerely,

Child Care Consultant

cc: State File

Received by:

Signature

Wanda Wozniak,Director

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

(History Grid)

Date: 8/30/2023 **VisitType:** EX-Monitoring **Arrival:** 1:50PM **Departure:** 4:10PM

EX-53272 EXMT-18151 EX-7 - Day camp
BTG Learning

3709 Gentian Blvd, Columbus GA 31907 Muscogee County
(762) 208-5048 wanda@btglearning.com

Mailing Address

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868
Fax: (770) 232-1931
rosalyn.elder@decal.ga.gov

Joint with:

	Visit Type:	Exemption Monitoring
	Date:	8/30/2023
	Exemption Number:	EX-53272
	Category Number	EXMT-18151
	Compliance Zone:	Prevention
	Points:	5
	Enforcement Box:	A2
Compliance Group	**Rule**	
Non-Core Rule-Exemption Requirements	EX-HS-.X(4) Exemption requirements - Approval authorities	X
Non-Core Rule-Staff Training	EX-HS-.P(1) Orientation-Employee	X
Non-Core Rule-First Aid & CPR	EX-HS-.W(2) Staffing requirement	X

	Visit Type:	Exemption Monitoring
	Date:	8/30/2023
	Exemption Number:	EX-53272
	Category Number	EXMT-18151
	Compliance Zone:	Prevention
	Points:	5
	Enforcement Box:	A2
Compliance Group	**Rule**	
Non-Core Rule-Operational Policies & Procedures	EX-HS-.J(1)(a-i) Policies and Procedures-Contents	X
Non-Core Rule-Children's Records	EX-HS-.C(2) Immunizations	X
Non-Core Rule-Field Trips	EX-HS-.S(1) Written Parental Permission to attend Field Trips	X
Criminal Records Check	EX-HS-.D(3) CBC results on file for all staff on-site	Low
Transportation	EX-HS-.R(7)(b) Emergency Medical Information	Low

Bright from the Start - Georgia Department of Early Care and Learning
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Atlanta, GA 30334
Phone: (404)657-5562 www.decal.ga.gov

(Cover Sheet)

Date: 9/19/2023 **VisitType:** EX-Monitoring **Arrival:** 1:00PM **Departure:** 3:35PM

EX-49774 EXMT-15089 EX-1 - Government
Westside Atlanta Charter School - Encore

2250 Perry Boulevard, Atlanta GA 30318 Fulton County
(404) 802-1350 filita@wacs.us

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
Fax: (770) 342-7801
keia.cole@decal.ga.gov

Joint with:

Compliance Zone Designation		
9/19/2023	EX-Monitoring	Prevention

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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
Cafeteria		0	0	Y	Not in use during the visit. Area used for snack. 5-14 year-olds
Room 135A		0	0	Y	Not in use during the visit. Area used for photography, computer activities; martial arts. 10 -14 year-olds. (Martial arts for 5 -7 year-olds on Mondays)
Room 136A		0	0	Y	Not in use during the visit. Area used for Legos. 5 -7 year-olds
Room 136B		0	0	Y	Not in use during the visit. Area used for yoga. 5 -10 year-olds
Room 137B		0	0	Y	Not in use during the visit. Area used for different enrichment activities. 8 -10 year-olds

Group Sizes Met? Y Total # Non-Care Staff Present: 10 #Staff Count: 0 #Children Count: 0

Comments:
In-person CAPS monitoring visit conducted with Ms. Olyvhia Essien, ENCORE director, on September 19, 2023. The Program is currently operating within the parameters set forth by the approval conditions under Category 1.

Corrective Action Plan:Developed This Date

Please refer the website, http://www.decal.ga.gov/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@decal.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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Atlanta, GA 30334
Phone: (404)657-5562 www.decal.ga.gov

(Findings Report)

Date: 9/19/2023 **VisitType:** EX-Monitoring **Arrival:** 1:00PM **Departure:** 3:35PM

EX-49774 EXMT-15089 EX-1 - Government
Westside Atlanta Charter School - Encore

2250 Perry Boulevard, Atlanta GA 30318 Fulton County
(404) 802-1350 filita@wacs.us

Mailing Address

Same

Regional Consultant

Keia Cole

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Fax: (770) 342-7801
keia.cole@decal.ga.gov

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) **Not Met**

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 review of records that the Program did not have a recently completed Fire Marshal inspection report or a Building Certificate of Occupancy for review during the visit.

POI (Plan of Improvement)
The Program will contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports and/or documents for future inspections.

Correction Deadline: 9/29/2023

Technical Assistance
EX-HS-.X(5) - requires the program to provide the department with a valid and current e-mail address or with other information requested by the department, such as but not limited to, the months, days, and hours of operation, ages of children served and operating address. The Program was reminded on this date to update all contact information through the DECAL KOALA provider portal.

Facility

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

Comment
Observed approval from the Department on this date.

Comment
Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance
EX-HS-.L(3) - requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. During the visit on this date, it was found that the storage closet, second door from the left, in room 137B was unlocked. Be mindful to lock all storage closets with potential hazardous equipment prior to the presence of children.

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

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

Comment
Observed evidence of written drills conducted within the Program on this date.

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**

Comment
No field trips are offered

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

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

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.

Comment
No safe sleep policies are necessary.

Staff Records

EX-HS-.K **Technical Assistance**

Technical Assistance
EX-HS-.K(1) - It was recommended to the director on this date to develop a binder or e-file for staff personnel information. This binder would contain employment applications, completed training certificates, criminal background check determination letters, and copies of completed CPR and first aid certificate verification.

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 on this date that 16 out of 16 staff members did not have evidence of the Department's completed criminal records check.

POI (Plan of Improvement)
The Program will have the staff members missing the Department's criminal records checks complete the assessment within three (3) business days, submit a separation notice for those employees, or submit a CAPS opt out form.

Correction Deadline: 9/22/2023

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 16 out of 16 staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program will have the 16 out of 16 staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 10/19/2023

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 records that 16 out of 16 staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)
The Program will have the 16 out of 16 staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 10/19/2023

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 based on review of records that two (2) out of 16 staff members did not have evidence of ten (10) additional hours of child-related task-focused training.

POI (Plan of Improvement)
The Program will have all staff members comply with the required ten (10) additional hours of child-related task-focused training. The Program will maintain copies of all annually completed training certificates from all staff members for future review by the Department.

Correction Deadline: 10/19/2023

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS) **Not Evaluated**

Comment
All enrolled children were in academic classes during the visit. Proper ratios and classroom capacities were discussed with the director on this date.