

**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:** 5/24/2021**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 2:30PM**EX-42621 EXMT-4374 EX-1 - Government
Chattahoochee County Childhood Development
Center**140 Merrell Street, Cusseta GA 31805
Chattahoochee County
(706) 989-1640 kheard@chattco.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/24/2021	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	, Fours, Sixes	2	4	Y	Computer Time

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 4

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 05/24/21 due to COVID-19. The visit was conducted virtually via Zoom with Ms. Kenya Heard. We discussed Health and Safety Protocols in regard to COVID 19. As school aged students transition to the afterschool they are escorted by Teachers. The other students walk independently to the afterschool program which is located across the hallway. Temperature checks are administered upon their arrival. The students wash and sanitize their hands prior to eating snacks and after toileting & playtime. Handwashing stations are logistically available in various areas and parents are not allowed to visit inside of the building. It was determined through the observation of records and through discussion, the program is operating as approved.

It was also determined by the omission of records, one (1) employee has not completed their CRC with a Comprehensive Satisfaction determination. It was further determined that the program is not compliant regarding maintaining a current CPR/First Aid certification for all staff members and completion of the 10 Hours Ongoing Annual training. A One Day and Warning Letters will be issued.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.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 Maximus or the CAPS 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).

Director/Person-in-charge Signature_____

Printed Name_____ Date_____

Specialist Signature_____ 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.gov

(Summary Report)**Date:** 5/24/2021**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 2:30PM**EX-42621 EXMT-4374 EX-1 - Government
Chattahoochee County Childhood Development
Center**140 Merrell Street, Cusseta GA 31805
Chattahoochee County
(706) 989-1640 kheard@chattco.org**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@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(1) - Provider does provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. 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**

It was determined by observation the equipment and furniture was properly secured and clean, as applicable.

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

It was determined through discussion the Program does not provide swimming activities.

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

EX-HS-.C(1) - The program 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, sex, address, and names of both Parents, if applicable, 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.

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

No hazards observed accessible to children on this date.

Facility

EX-HS-.B	Met
-----------------	------------

Comment

EX-HS-.B(1) - It was determined through observation, bathrooms are located adjacent to the childcare areas. The supplies are within easy reach of children and equipped with soap, toilet tissue and hand dryers.

EX-HS-.L Physical Plant (NCP)	Not Met
--------------------------------------	----------------

Finding

It was determined by the observation of records the program has received approval local building authorities however the last Fire Inspection report 09/10/18.

POI (Plan of Improvement)

The Provider will ensure the building receives an updated inspection for compliance accordingly.

Correction Deadline: 6/4/2021

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

Comment

It was determined through discussion with the Director, the playground is not operational at this time.

Health and Hygiene

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

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
----------------------------------	------------

Comment

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

Policies and Procedures

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

Comment

It was determined that the program provides Parents a copy 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

It was determined through discussion the provider does not offer field trips.

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

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

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

It was determined through discussion the Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 4**Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 01/01/2009

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 2

Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training, EX-HS-.D-Criminal Records Check Missing, EX-HS-.P(4)-Annual Training 10 Hours

Staff # 3

Not Met

Date of Hire: 01/09/2009

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4

Not Met

Date of Hire: 01/05/2012

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

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 Director/Administrator is responsible for the supervision, operation and maintenance of the program. The Director/Administrator is on the premises and if absent from the program 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.

Finding

It was determined through the observation of records that one (1) out of four (4) employees have not completed their Criminal Record Check.

POI (Plan of Improvement)

The Administrator has submitted to obtain the Criminal Record Check 05/26/21.

Correction Deadline: 5/26/2021

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

It was determined through the observation of records that none of the four staff members on site have a current CPR/First Aide Certification.

POI (Plan of Improvement)

The Program is in the process of ensuring all of the staff completes the CPR and First Aid training.

Correction Deadline: 6/4/2021

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

It was determined through conversation the program does provide on-going annual trainings for staff which were conducted on-line.

POI (Plan of Improvement)

The Program will provide the Certificates for each employee that has attended training.

Correction Deadline: 6/4/2021

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

Adequate supervision observed on this date.