



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

(Cover Sheet)

Date: 5/10/2023

VisitType: EX-Monitoring

Arrival: 1:45PM

Departure: 4:20PM

**EX-42893 EXMT-4836 EX-1 - Government
Annette Winn Elementary (Douglas County
School ASP)**

10521 Veterans Memorial Hwy, Lithia Springs GA
30122 Douglas County
(770) 651-2329 shontel.miller@dcssga.org

Mailing Address

3536 Bankhead Hwy, GA 30122

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
5/10/2023	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 (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	, Six and older	3	36	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0


#Staff Count: 3

#Children Count: 36

Comments:

On May 10, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Cynthia Wilson. During the visit we discussed Health and Safety Protocols. After the children transition to the afterschool program, they turn in their passes and place the backpacks on a table. Then they line up to receive their supper meal. Other handwashing/sanitation practices are completed, after toileting and outside play. It was determined through the observation of records and through discussion, the program is operating as approved. There were a total of 36 students present.

Corrective Action Plan:Developed This Date



Please refer the website, <http://www.dec.al.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 _____



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(Summary Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A Activities

Met

Comment

EX-HS-.A(1) - Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, arts and crafts, and indoor and outside playtime. 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 were observed to be properly secured, as applicable. All chairs and tables are wiped down and sanitized daily.

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 Children's Records

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.

Exemptions

EX-HS-.X Exemption Requirements

Met

Comment

The Program is in compliance with the posting of the Exemption Approval letter and certificate. They are posted next to the APS office in a position for the parent's to view.

Facility

EX-HS-.B Bathrooms**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(CS)**Met****Comment**

Fire Safety - A program must be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined by the examination of records the Provider obtained a Fire Inspection June 9, 2022 by the Douglas County Fire Department.

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

The Playground was observed to be clean and in good repair. It is enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene

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

No diapered children are enrolled.

EX-HS-.H Hygiene**Technical Assistance****Technical Assistance**

Hand washing was not observed during the visit but proper hand washing rules were discussed. Technical assistance was provided regarding ensuring the children hands are sanitized/washed prior to obtaining their supper meal.

EX-HS-.I Medications(CS)**N/A****Comment**

Medications are not dispensed

Policies and Procedures

EX-HS-.J Operational Policies & Procedures**Met****Comment**

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

Comment

It was determined through discussion the Provider does execute emergency preparedness by conducting monthly Fire and lock down drills as well as Tornado/Severe weather drills twice a year.

Comment

Observed evidence of documented drills completed throughout the year.

EX-HS-.T Required Reporting**Met****Comment**

There were no incidents or injuries that required reporting.

Safety

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

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

EX-HS-.S Field Trips**N/A****Comment**

The program does not sponsor field trips.

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

The Program does not provide routine transportation.

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: 5****Records with Missing/Incomplete Components: 5**

Staff's Name [# 1]: Allen, Sacheen

Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 2]: Holland, Lydia

Not Met

Date of Hire: 08/27/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 3]: Miller, Shontel

Not Met

Date of Hire: 07/28/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 4]: Wilson, Cynthia

Not Met

Date of Hire: 02/06/2017

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 5]: Wilson, Kimberly

Not Met

Date of Hire: 09/01/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

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

15.3.2.1 The comprehensive records check must be processed by DECAL, and the comprehensive records check determination letter must be issued by DECAL. Any other fingerprint or records check, including those conducted by other state or federal agencies, will not satisfy the CAPS requirement. It was determined by the observation of records, all of the employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

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

EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, four (4) out of five (5) employees have met the standard criterion regarding the completion of CPR/First Aid training.

EX-HS-.K Personnel Records**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 Staff Requirements**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-.P Staff Training**Not Met****Finding**

EX-HS-.P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDE); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. It was determined through discussion three (3) of the five (5) employees have completed the Health and Safety Orientation training.

POI (Plan of Improvement)

The Program will ensure that all of the employees complete the Health and Safety Orientation training.

Correction Deadline: 8/1/2023

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 that none of the employees have completed the ten (10) hours of required annual training.

POI (Plan of Improvement)

The Program will ensure all of the staff obtain the ten (10) hours of required annual training.

Correction Deadline: 5/10/2024

Staffing and Supervision

Comment

Adequate supervision observed on this date.