



**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:** 4/18/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:00PM

**Departure:** 4:20PM

**EX-42977 EXMT-4957 EX-1 - Government  
Sweetwater Elementary**

2505 East County Line Road, Lithia Springs GA  
30122 Douglas County  
(770) 651-4600 albert.lindsey@dcssga.org

**Mailing Address**

Same

**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	Intermediate Action Category	Dismissal Action Category
4/18/2023	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
202		0	0	Y	
Cafeteria	, Six and older	3	41	Y	
Libray		0	0	Y	
Music Room		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0


#Staff Count: 3

#Children Count: 41

Comments:

On April 18, 2023, (an in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Barbara Stidwell, Bookkeeper and Ms. Carmen Long, Director. During the visit we discussed the Health and Safety Protocols. After the children transition to the afterschool program, their hands are sanitized prior to the distribution of snacks. Other handwashing/sanitation practices are completed, after toileting and playtime. It was determined through the observation of records and through discussion, the program is operating as approved.

Corrective Action Plan: To Be Submitted



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](mailto: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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Joint with:

**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, outdoor playtime, enrichment programs 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 were observed to be properly secured, as applicable. The custodial staff are available to ensure the tables, chairs and floors are disinfected and clean throughout the day.

**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) - 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. Also each file contain copies of the child's birth certificate and immunization records.

**Facility**

**EX-HS-.B Bathrooms**

**Met**

**Comment**

EX-HS-.B(1) - 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.

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**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 6, 2022 by the Douglas County Fire Department..

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

It was determined through observation that the playground is clean and free of any debris and/or hazards.

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**Health and Hygiene****EX-HS-.U Diapering Areas & Practices(CS)****Met****Comment**

No diapered children are enrolled.

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**EX-HS-.H Hygiene****Met****Comment**

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

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

It was determined through discussion, Medication is not dispensed.

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

It was determined that the program provides parents with a copy of it's written policies and procedures. The Provider does ensure emergency preparedness by executing regularly scheduled fire and tornado drills as well as policies and procedures for possible situations evacuation, lockdown and shelter-in-place."

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

There were no incidents or injuries that required reporting.

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

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

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**EX-HS-.S Field Trips****Met****Comment**

No field trips are offered

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

The Program does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

No safe sleep policies are necessary.

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

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Staff's Name [# 1]: Lizardo, Maria Not Met

Date of Hire: 08/22/2022

"Missing/Incomplete Components"

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

Staff's Name [# 2]: LONG, CARMEN Not Met

Date of Hire: 07/28/1990

"Missing/Incomplete Components"

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

Staff's Name [# 3]: PENDLETON, SHIRLEY Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

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

Staff's Name [# 4]: Stidwell, Barbara Not Met

Date of Hire: 03/15/2022

"Missing/Incomplete Components"

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

Staff's Name [# 5]: Tobias, Trudy Not Met

Date of Hire: 07/27/2022

"Missing/Incomplete Components"

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

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**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, five (5) out of five (5) employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

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**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, all of the employees have met the standard criterion regarding the completion of CPR/First Aid training.

**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 by the observation of records, none of the employees have completed the annual ten (10) clock hours of training.

**Correction Deadline: 5/31/2023**

**Finding**

EX-HS-.W(1) All 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 nine (9) out of 28 staff members have completed the Health and Safety Orientation training. Three (3) of five (5) employees are compliant and have completed the training.

**Correction Deadline: 5/31/2023**

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision(CS)**

**Met**

**Comment**

Adequate supervision was observed on this date.