



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: 10/12/2022

VisitType: EX-Monitoring

Arrival: 1:30PM

Departure: 4:45PM

EX-43846 EXMT-9114 EX-1 - Government
Sumter County Schools ASTEP - Sumter County
Primary

Regional Consultant

Rosalyn Elder

123 Learning Lane, Americus GA 31719 Sumter
County
(229) 931-8576 nmerritt@sumterschools.org

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Mailing Address

Joint with:

100 Learning Lane, GA 31719

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Plan of Improvement.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include Classroom A, Classroom B, Gym, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 40

Comments:

On October 12, 2022, (an in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Brandy Smith, Site Coordinator. During the visit we discussed 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 outside play. It was determined through the observation of records and through discussion, the program is operating as approved.

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](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**

**Met**

**Comment**

EX-HS-.A(1) - The Provider does execute a daily prescribed program of varied and developmentally appropriate activities such as coloring & playtime, homework assistance, sidewalk chalk and playground time, 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. The tables, chairs, and toys are wiped down and sanitized with Lysol wipes 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**

**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. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed. It was determined through discussion each child's immunization records are kept at the Nurse's station.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Met**

**Comment**

It was determined by the review of records, the Program is in compliance with fire safety agencies and local building authorities on this date. A fire inspection was completed by the Sumter County Fire Marshal's office on August 1, 2022.

**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.

**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**

It was determined based on observation, the facility appears to be clean and well maintained.

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

**Met**

**Comment**

It was determined by observation, 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**

The Program does not conduct diapering for younger children.

**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**

It was determined through discussion, that medication is not dispensed.

**Policies and Procedures**

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

**Technical Assistance**

**Comment**

EX-HS-.J Programs shall conduct drills for fire, tornado and other emergency situations. The 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. It was determined by the review of records, the Program is in compliance regarding the execution of fire drills on a monthly basis as well as severe weather drills annually. The Program also have written policies and procedures for other types of emergency preparedness including search & rescue, lock-down, and natural disaster.

**Comment**

It was determined through the review of records, the Program does provide parents/guardians a copy of it's written policies and procedures.

**Technical Assistance**

EX-HS-.J(1)(a-i) - Technical Assistance was provided regarding the importance of ensuring policies and procedures are written and drills conducted for Dangerous Person/Active Shooter protocols. It was also recommended to ensure there are written policies and procedures for the Evacuation, Relocation, Shelter in Place, and Reunification of families in case of a natural disaster.

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

It was determined through discussion that there were no incidents or injuries that required reporting.

**Safety****EX-HS-.S****Met****Comment**

It was determined through the observation of records the Provider obtains written permission from the parent(s) in advance to transport the child(ren) and such permission is signed and dated by a parent.

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

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

**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: 4****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 09/06/2016

Staff # 2

Not Met

Date of Hire: 09/14/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

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

Staff # 3

Not Met

Date of Hire: 07/30/2009

"Missing/Incomplete Components"

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

Staff # 4

Met

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**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.

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**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 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.

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

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 that three (3) out of three (3) staff members have obtained comprehensive satisfactory resulting from their completed criminal records checks through DECAL.

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**EX-HS-W First Aid & CPR (NCP)****Met****Comment**

EX-HS-W The Program's 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 the review of records, three (3) out of three (3) staff members have completed CPR and First Aid training.

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

EX-HS-P 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 none of the staff members have completed the Health and Safety Orientation training.

**POI (Plan of Improvement)**

The Program is in the process of completing the Health and Safety Orientation Training. After completion the Director will send copies of the certificate to the Exemption Compliance Specialist.

**Correction Deadline: 11/25/2022****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 through discussion, none of the employees have completed the annual ten (10) clock hours of training.

**POI (Plan of Improvement)**

The Program will start ensuring the Staff attend 10-Hours of Professional Development training annually.

**Correction Deadline: 12/30/2022**

<b>Staffing and Supervision</b>
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**Comment**

Adequate supervision observed on this date.