



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: 10/13/2021

VisitType: EX-Monitoring

Arrival: 3:30PM

Departure: 4:30PM

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

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

Mailing Address

100 Learning Lane, GA 31719

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

| <u>Compliance Zone Designation</u> | | | <u>Prevention Action Category</u> | <u>Intermediate Action Category</u> | <u>Dismissal Action Category</u> |
|------------------------------------|---------------|------------|-----------------------------------|-------------------------------------|----------------------------------|
| 10/13/2021 | 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 A | | 0 | 0 | Y | No children were present (outside play) |
| Classroom B | | 0 | 0 | Y | No children were present (outside play) |
| Gym | | 0 | 0 | Y | No children were present (outside play) |
| Playground | , Sixes | 3 | 24 | Y | |

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 24

Comments:

The CAPS Health and Safety Monitoring visit was completed October 13, 2021 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Brandy Smith. We discussed the Health and Safety Protocols in regard to COVID 19. After the children transition to the afterschool program they assemble and have restroom breaks by grade(s) or in groups. The children are then escorted to their prospective classrooms. The wearing of masks is required while they are indoors. Parents are not permitted to enter the building. It was determined through the observation of records and discussion, the program is operating as approved.

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 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@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).

Director/Person-in-charge Signature _____

Printed Name _____ Date _____

Specialist Signature _____ Date _____



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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(3) - Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, reading & storytime, and indoor & outdoor playtime that promote the social, emotional, physical, cognitive, language and literacy development of each child.

EX-HS-.F Equipment & Toys (CS)

Met

Comment

Equipment and furniture observed to be properly secured, as applicable. All tables, chairs and laptops are wiped down and sanitized with Clorox wipes on a daily basis.

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

N/A

Comment

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

Children's Records

EX-HS-.C

Met

Comment

EX-HS-.C(4) - 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, sex, 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 information regarding possible allergies and special needs for the child.

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(5) - It was determined through observation, bathrooms are located adjacent to the child care areas. The Specialist was able to observe that the bathroom does contain a sink with running "hot" water. 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)**Not Met****Finding**

It was determined by the review of records the last Fire Inspection was conducted May 3, 2018 .

POI (Plan of Improvement)

Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the specialist.

Correction Deadline: 11/5/2021

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

The Playground was observed to be fenced in, clean and free of any hazards or debris.

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 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)**N/A****Comment**

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****N/A****Comment**

The Program does not sponsor 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) **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: 6 **Records with Missing/Incomplete Components: 0**

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Staff # 2 | Met |
| Date of Hire: 09/06/2016 | |
| Staff # 3 | Met |
| Date of Hire: 08/28/2006 | |
| Staff # 4 | Met |
| Staff # 5 | Met |
| Staff # 6 | Met |
| Date of Hire: 07/30/2009 | |

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 Center Coordinator is responsible for the supervision, operation and maintenance of the program. The Center 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.

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

Comment

It was determined by the observation of records, six (6) out of six (6) employees are compliant regarding the completion of their Criminal Record Checks. All have met the expectation of receiving a comprehensive satisfactory determination.

Finding

It was determined by the lack of records, six (6) out of six (6) employees are not compliant regarding the completion of CPR/First Aid training.

POI (Plan of Improvement)

The Program is in the process of sponsoring a Mandatory CPR/First Aid Training Class on Saturday, October 16th, 2021. The Program will submit afterwards electronically evidence of the completed CPR/First Aid training for each employee.

Correction Deadline: 11/5/2021

Comment

It was determined by the observation of records, six (6) out of six (6) employees are compliant regarding the completion of the Health and Safety Orientation training.

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

Comment

Adequate supervision observed on this date.