

**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:** 5/18/2021**VisitType:** EX-Monitoring**Arrival:** 3:45PM**Departure:** 4:20PM**EX-45221 EXMT-9988 EX-1 - Government
Henry County Afterschool Enrichment Program -
Cotton Indian Elementary**1201 Old Conyers Road, Stockbridge GA 30281
Henry County
(770) 474-9983 cgreene@henry.k12.ga.us**Mailing Address**

33 North Zack Hinton Parkway, GA 30253

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
5/18/2021	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 - Kindergarten		0	0	Y	No children present
Classroom - Pre K		0	0	Y	No children present
Playground	, Fives, Sixes	3	27	Y	
Playground	, Fives, Sixes	4	27	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 54

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual) of the CAPS Health and Safety Monitoring visit were completed 05/18/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Debbie Fiely. We discussed the Health and Safety Protocols in regards to COVID 19. After the children are dismissed, they walk independently to the afterschool program through the usage of floor markings to ensure they are socially distanced. They are greeted by a teacher as they enter their assigned classroom. No temperature checks are administered; however, everyone is required to wear a mask. Attendance is completed then children are taken to the restroom to wash their hands prior to the distribution of snacks. Handwashing/sanitation practices are also completed after toileting and outdoor playtime. TA provided regarding the posting of the approval letter and exemption certificate in a prominent area in the main entrance. It was determined through the observation of records and through discussion, the program is operating as approved. It was also determined by the observation of records, two (2) of six (6) employees are not compliant regarding their completion of CPR/First Aid certification. A Warning Letter will be issued.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/CCS/Regulations.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.state.ga.us.

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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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(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.

EX-HS-.F Equipment & Toys (CS)**Met****Comment**

Equipment and furniture observed to be properly secured, as applicable. Tables, chairs and equipment are wiped down and sanitized prior to the children's arrival and after they depart.

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) - It was determined by the observation of records, 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**

EX-HS-.X(1) - No hazards observed accessible to children on this date.

Facility

EX-HS-.B	Met
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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 single-use towels.

EX-HS-.L Physical Plant (NCP)	Met
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Finding

It was determined through the observation of records, the omission of the Fire Marshall Inspection report.

POI (Plan of Improvement)

The Director is in the process of obtaining the report from Administration

Correction Deadline: 5/31/2021

Comment

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

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

It was determined by observation the Playground is clean and free of any debris. Currently the children are unable to use the playground equipment due to COVID-19.

Health and Hygiene

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

The Provider does not conduct diapering for younger children

EX-HS-.H Hygiene (NCP)	Met
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Comment

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

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

It was determined through discussion that the Provider does not dispense medications.

Policies and Procedures

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

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	Met
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Comment

The Program does not conduct field trips or provide routine transportation.

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

The program does ensure that age-appropriate discipline is communicated to staff.

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

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: 5****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 01/01/2019

Staff # 2 Met

Date of Hire: 08/01/2018

Staff # 3 Met

Date of Hire: 08/20/2007

Staff # 4 Met

Date of Hire: 01/29/2019

Staff # 5 Met

Date of Hire: 12/11/2017

EX-HS-.K**Met****Comment**

EX-HS-.K(1) - It was determined through discussion the provider 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.

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

It was determined by the observation of records all of the staff have completed their Criminal Record Checks.

Finding

It was determined by the observation of records, 2 out of 6 employees are not compliant regarding the completion of the CPR/First Aid certifications

POI (Plan of Improvement)

The program is in the process of ensuring the completion of CPR/First Aid training for all of their employees.

Correction Deadline: 5/31/2021

EX-HS-.P Staff Training (NCP)**Met****Comment**

It was determined by the observation of records the Initial Health and Safety Orientation training has been completed by all of the staff on this date.

Staffing and Supervision

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

Adequate supervision observed on this date.