

**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:** 5/19/2021**VisitType:** EX-Monitoring**Arrival:** 2:55PM**Departure:** 3:25PM**EX-45232 EXMT-10004 EX-1 - Government
Henry County Afterschool Enrichment Program -
Ola Elementary**278 North Ola Road, McDonough GA 30252 Henry
County
(770) 957-5777 cgreene@henry.k12.ga.us**Mailing Address**

33 N. Zack Hinton Parkway, GA 30253

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/19/2021	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
Cafeteria	, Sixes	4	35	Y	
Gym	, Sixes	1	7	Y	
Playground	, Fives, Sixes	3	29	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 71

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 05/19/21 due to COVID-19. The visit was conducted virtually via Zoom with Ms. Randa Ballew. We discussed Health and Safety Protocols in regard to COVID 19. As students transition to the afterschool the Kindergarten class is escorted by Teachers. The other students walk independently to the afterschool program to their assigned seat. No temperature checks are administered; however, everyone is required to wear a mask except when they are in the gym and/or outside. Each student is seated in every other chair to ensure they are socially distanced. The students wash and sanitize their hands prior to eating snacks and after toileting & playtime. Handwashing stations are logistically available in various areas and parents are not allowed to visit inside of the building. TA was provided regarding the posting of the approval letter to be adjacent to the Certificate of Exemption. It was determined through the observation of records and through discussion, the program is operating as approved. It was also determined that the program is not compliant regarding maintaining a current CPR/First Aid certification for all staff members. Also, four (4) out of 17 staff members have not completed the Health and Safety Orientation Training. 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) - Provider does provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. 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 was observed to be properly secured and clean, as applicable.

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**

No hazards observed accessible to children on this date.

Facility

EX-HS-.B**Met****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 hand dryers.

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

It was determined through the observation of records approval was obtained from local building authorities on this date.

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****Comment**

Playground observed to be clean and in good repair.

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

No diapered children are enrolled.

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)**Met****Comment**

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

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)**Met****Comment**

There were no incidents or injuries that required reporting.

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

The Program does not conduct 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)**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: 18****Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 01/05/2000	
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 08/01/2019	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 4	Not Met
Date of Hire: 11/03/2020	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 5	Met
Staff # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 08/01/2019	
Staff # 9	Met
Date of Hire: 12/01/2015	
Staff # 10	Met
Date of Hire: 08/01/2019	

Staff # 11	Met
Date of Hire: 08/01/2019	
Staff # 12	Met
Date of Hire: 08/01/2019	
Staff # 13	Met
Date of Hire: 08/01/2019	
Staff # 14	Not Met
Date of Hire: 02/03/2020	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 15	Met
Date of Hire: 08/06/2012	
Staff # 16	Met
Date of Hire: 01/01/2018	
Staff # 17	Met
Date of Hire: 08/01/2019	
Staff # 18	Met
Date of Hire: 08/01/2019	

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 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 through discussion that all of the employees have completed their Criminal Record Checks.

EX-HS-.W First Aid & CPR (NCP) **Not Met**
Finding

It was determined by the observation of records, 13 out of 17 employees are not compliant regarding the completion of the CPR/First Aid certifications.

POI (Plan of Improvement)

The program is in the process of renewing the CPR/First Aid certifications for the staff members that have expired cards.

Correction Deadline: 5/31/2021

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

It was determined by the observation of records, four (4) out of 17 employees are not compliant regarding the completion of the Health and Safety Orientation Training.

POI (Plan of Improvement)

The Program plans to ensure the four (4) employees will obtain the required Health and Safety Training and that any future staff person receives this training within the first 90 days of employment as required.

Correction Deadline: 5/31/2021

Staffing and Supervision

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

Adequate supervision observed on this date.