



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: 5/15/2023

VisitType: EX-Monitoring

Arrival: 1:45PM

Departure: 4:50PM

EX-45234 EXMT-10006 EX-1 - Government
Henry County Afterschool Enrichment Program -
Pleasant Grove Elementary

150 Reagan Road, Stockbridge GA 30281 Henry
County
(770) 898-0176 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:

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. Row for Cafeteria with 8 staff, 55 children, and State Ratio Met (Y).

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 55

Comments:

On May 15, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Stella Irving. 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 eating and playtime. Parents are not permitted to enter the building. A One Day and Warning letter were submitted via email. 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 \_\_\_\_\_



**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

**(Summary Report)**

**Date:** 5/15/2023

**VisitType:** EX-Monitoring

**Arrival:** 1:45PM

**Departure:** 4:50PM

**EX-45234 EXMT-10006 EX-1 - Government  
Henry County Afterschool Enrichment Program -  
Pleasant Grove Elementary**

150 Reagan Road, Stockbridge GA 30281 Henry  
County  
(770) 898-0176 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.al.ga.gov

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 assistance, la/writing, math and science/crafts, indoor and outside playtime that promotes 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 chairs and tables are wiped down and sanitized daily.

**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) – 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 includes the parent's email(s) information. It was determined through discussion, the Immunization records are stored in the front office for each child.

**Exemptions**

**EX-HS-.X Exemption Requirements**

**Not Met**

**Technical Assistance**

EX-HS-.X(1) - Technical assistance was provided regarding the posting of the Exemption Approval letter and certificate to be placed in a prominent area.

**Finding**

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. 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 through discussion a fire inspection was completed, however the Specialist was unable to obtain a current report on this day.

**POI (Plan of Improvement)**

The Fire Inspections should be conducted on an annual basis with a pass rating. Please send the most current fire inspection report to the Specialist.

**Correction Deadline: 5/26/2023**

<b>Facility</b>
-----------------

**EX-HS-.B Bathrooms** **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 an air dryer.

**EX-HS-.L Physical Plant(CS)** **Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

The Playground observed to be clean and in good repair. It is enclosed in a fence and free of any debris and/or hazards.

<b>Health and Hygiene</b>
---------------------------

**EX-HS-.U Diapering Areas & Practices(CS)** **N/A**

**Comment**

No diapered children are enrolled.

**EX-HS-.H Hygiene** **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**

Medication is not dispensed

<b>Policies and Procedures</b>
--------------------------------

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

**Comment**

It was determined that the program provides parents a copy of its written policies and procedures.

**Comment**

Observed evidence of written drills which included lockdown, fire and severe weather that is conducted monthly.

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

There were no incidents or injuries that required reporting.

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

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

**EX-HS-.S Field Trips****N/A****Comment**

The Program does not sponsor field trips.

**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)****Met****Comment**

No safe sleep policies are necessary.

**Staff Records****Records Reviewed: 11****Records with Missing/Incomplete Components: 10**

Staff's Name [# 1]: Belcher, Kylah

Met

Staff's Name [# 2]: Carroll, Jenay

Not Met

"Missing/Incomplete Components"

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

Staff's Name [# 3]: Harris, Dailas

Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 4]: Irving, Stella

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

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

Staff's Name [# 5]: Jackson, Devin

Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 6]: Larkin, Lavonda

Not Met

"Missing/Incomplete Components"

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

Staff's Name [# 7]: McIntyre, Sharell Not Met  
"Missing/Incomplete Components"  
 EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 8]: Porter, Diane Not Met  
 Date of Hire: 08/01/2006  
"Missing/Incomplete Components"  
 EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 9]: Respress, Lizzie Not Met  
 Date of Hire: 04/01/2004  
"Missing/Incomplete Components"  
 EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 10]: Tookes, Cynthia Not Met  
"Missing/Incomplete Components"  
 EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 11]: Willis, Bessie Not Met  
 Date of Hire: 08/01/2016  
"Missing/Incomplete Components"  
 EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

---

**EX-HS-.D Criminal Records and Comprehensive Background Checks(CS) Not Met**

**Finding**  
 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 by the observation of records, eight (8) out of eleven (11)employees are compliant regarding the completion of the Criminal Record Checks through DECAL

**POI (Plan of Improvement)**  
 The Program will ensure all of the employees complete the Criminal Record Checks through DECAL.  
**Correction Deadline: 5/18/2023**

---

**EX-HS-.W First Aid & CPR Not Met**

**Finding**  
 EX-HS-.W(1) requires Program 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 seven (7) of 11 employees have completed the CPR/First Aid training. One (1) of the employees were recently hired.

**POI (Plan of Improvement)**  
 The Program will ensure the employees complete the CPR/First Aid training this summer.  
**Correction Deadline: 8/1/2023**

---

**EX-HS-.K Personnel Records 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 Staff Requirements**

**Met**

**Comment**

EX-HS-N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator is generally on the premises and if absent 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-P Staff Training**

**Not Met**

**Finding**

EX-HS-P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined that seven (7) of 11 employees have completed the Health and Safety Orientation training.

**POI (Plan of Improvement)**

The Program will ensure the employees complete the Health and Safety Orientation training.

**Correction Deadline: 8/1/2023**

**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 none of the employees have completed the ten (10) hours of annual training.

**POI (Plan of Improvement)**

The Program will ensure the staff complete the ten (10) hours of training annually.

**Correction Deadline: 12/31/2023**

---

<b>Staffing and Supervision</b>
---------------------------------

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

**Met**

**Comment**

Adequate supervision observed on this date.