



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: 10/25/2021

VisitType: EX-Monitoring

Arrival: 3:30PM

Departure: 4:30PM

**EX-48114 EXMT-14317 EX-7 - Day camp
Apexx After School and Summer Camp**

590 Carl Vinson Pkwy, Warner Robins GA 31088
Houston County
(478) 923-2040 rankintkd@gmail.com

Mailing Address

6577 Chriswood Drive, GA 31216

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
10/25/2021	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
Art Room		0	0	Y	No children were present
Kid Cave		0	0	Y	No children were present
Lunch Room	, Fives, Sixes	2	25	Y	Snack time
Reading Room		0	0	Y	No children were present
Sports Room		0	0	Y	No children were present

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 25

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 10/25/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Amanda Talbert, Regional Director. During check-in, parents sign in children in the lobby area and are not allowed to enter the classrooms. The staff administers temperature checks and hands are sanitized for each child. The staff then directs the child(ren) to their coach. The wearing of masks is not required. Handwashing/sanitation practices are completed before class, in between activities, after eating and toileting. 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.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(3) - Provider does provide a daily prescribed program of varied and developmentally appropriate activities which includes Team Building, Arts & Crafts, Reading Time, Brain Games, Fitness and Sign Language, etc. to promote the social, emotional, 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 was observed to be properly secured and clean, as applicable. The tables, chairs, and games are wiped/sprayed down with a Sparsamq Solution each day.

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, gender, address, and names of both Parents, if applicable, phone and emergency contact information as well as the person(s) to whom the child may be released. It also contains information regarding Medication(s), Allergies and the Physician's name and number.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

No hazards observed accessible to children on this date.

Facility

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 through discussion and the lack of records, the Provider is not compliant with applicable laws and regulations issued by the proper local fire marshal regarding obtaining the Certificate of Occupancy and Fire Inspection prior to receiving children for care.

POI (Plan of Improvement)

The Provider will follow-up with the Fire Marshal to ensure they obtain the Certificate of Occupancy and receive a Fire Inspection for the safety of the children.

Correction Deadline: 11/8/2021

EX-HS-.M Playgrounds (CS)**N/A****Comment**

There is no playground provided.

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)**Met****Comment**

It was determined through discussion that medications are stored in a Lock Box that is located in a filing cabinet in the Main Office and is inaccessible to children.

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.

Technical Assistance

Technical Assistance was provided regarding the importance of ensuring there are policies/procedures/protocols of Emergency Preparedness for the safety of the children. The Specialist recommended executing regularly scheduled drills for Fire, Tornados, and Hurricanes as well as establishing protocols for Dangerous Person/Active Shooter.

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

There were no incidents or injuries that required reporting.

Safety

Comment

The Provider does obtain written permission from Parent(s) in advance of the child's participation in any field trip and is signed and dated by a Parent/Guardian.

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**

A current/completed inspection was observed for all vehicles used in transporting children.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)**Met****Comment**

The Program does not care for infants therefore safe sleep policies are not necessary.

Staff Records

Records Reviewed: 6**Records with Missing/Incomplete Components: 5**

Staff # 1 Not Met"Missing/Incomplete Components"

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

Staff # 2 Not Met"Missing/Incomplete Components"

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

Staff # 3 Not Met

Date of Hire: 04/02/2021

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 4 Not Met"Missing/Incomplete Components"

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

Staff # 5 Not Met

Date of Hire: 05/18/2021

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 6 Met

Date of Hire: 05/21/2020

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 is responsible for the supervision, operation and maintenance of the program. The Director 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)

Not Met

Finding

It was determined by the observation of records, three (3) out of six (6) employees are compliant regarding the completion of their Criminal Record Checks.

POI (Plan of Improvement)

The Provider is in the process of ensuring the employees complete their Fingerprints and as applicable (confirmation of out of state records) to obtain their Criminal Record Checks.

Correction Deadline: 10/29/2021

EX-HS-.W First Aid & CPR (NCP)

Not Met

Finding

It was determined through the observation of records two (2) out of six (6) employees have successfully completed CPR/First Aid training.

POI (Plan of Improvement)

The Provider stated all of the employees have completed CPR/First Aid however they do not have records of the training. The Provider will research in an attempt to obtain the communication thread which would demonstrate that all of the employees have completed CPR/First Aid training.

Correction Deadline: 11/8/2021

EX-HS-.P Staff Training (NCP)

Not Met

Finding

EX-HS-.P(2) It was determined through the observation of records, one (1) out of six (6) employees has met the standard regarding the completion of the Health and Safety Orientation training.

POI (Plan of Improvement)

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

Correction Deadline: 11/30/2021

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.