

**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:** 10/5/2021**VisitType:** EX-Monitoring**Arrival:** 4:00PM**Departure:** 4:40PM**EX-48561 EXMT-13983 EX-1 - Government  
Columbus Parks & Recreation @ Midland  
Academy After-School Program**7373 Pсалmond Road, Midland GA 31820  
Muscogee County  
(706) 225-4652 bglisson@columbusga.org**Mailing Address**

107 41st Street, GA 31904

**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>
10/5/2021	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

**Staff: Child Ratios**

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	, Fives, Sixes	1	6	Y	Table Time
Gym	, Fives, Sixes	1	7	Y	Playtime

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 13

**Comments:**

The CAPS Health and Safety Monitoring visit were completed 10/05/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Kendra Mobley. We discussed the Health and Safety Protocols in regard to COVID 19. After the children transition to the afterschool program the staff conducts temperature checks and then they line up in the hallway to wash their hands prior to the distribution of snacks. Then the children are escorted to their prospective classrooms the (gymnasium or cafeteria). TA provided regarding the posting of the approval letter to be adjacent to the exemption certificate. 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 \_\_\_\_\_



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**(Summary Report)**

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**Arrival:** 4:00PM

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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 which includes arts & crafts, cooking & gardening, science & engineering activity books and sewing 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 and clean, as applicable. Prior to the student's arrival the staff wipe down and sanitize all chairs and tables as well as at the end of the 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, sex, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) whom are authorized to pick up 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, the 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)**

**Met**

**Comment**

It was determined through the observation of records the provider is in compliance with the local fire safety agencies and building authorities on this date.

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

**Met**

**Comment**

The Program has a soccer field that is completely fenced and was observed to be clean and free of 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.

**Comment**

It was determined through conversation the Program does conduct fire and tornado drills once every two (2) weeks and they will actively work on protocols for cases such as "Dangerous Person/Active Shooter" preparedness.

**EX-HS-T Required Reporting (NCP)**

**Met**

**Comment**

There were no incidents or injuries that required reporting.

**Safety**

**EX-HS-S**

**N/A**

**Comment**

The Program does not sponsor field trips.

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

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

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**EX-HS-.R Transportation (CS)****N/A****Comment**

The Program does not provide routine transportation.

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

No safe sleep policies are necessary.

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**Staff Records****Records Reviewed: 3****Records with Missing/Incomplete Components: 3**

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Staff # 1

Not Met

Date of Hire: 02/14/2017

"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 10/30/2015

"Missing/Incomplete Components"

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

Staff # 3

Not Met

Date of Hire: 08/18/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

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**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.

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**EX-HS-.N****Met****Comment**

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation and maintenance of the program. The Site 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.

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**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 three (3) employees have not met the standard criterion regarding the completion of the Criminal Record Checks through DECAL. All of the other employees have obtained Criminal Record Checks through a different source.

**POI (Plan of Improvement)**

The Provider is in the process of obtaining Criminal Record Checks through DECAL.

**Correction Deadline: 10/22/2021**

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

It was determined by the observation of records, three (3) out of three (3) employees have met the standard criterion regarding the completion of CPR/First Aid training.

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

EX-HS-.P(2) It was determined by the observation of records, three (3) out of three (3) employees have not met the standard regarding the completion of the Health & Safety Orientation Training.

**POI (Plan of Improvement)**

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

**Correction Deadline: 11/1/2021**

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

Adequate supervision observed on this date.