



**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:** 11/16/2021

**VisitType:** EX-Monitoring

**Arrival:** 3:30PM

**Departure:** 4:15PM

**EX-48586 EXMT-14004 EX-1 - Government  
DeKalb County Schools ASED - Oak View  
Elementary**

3574 Oakvale Road, Decatur GA 30034 DeKalb  
County  
(678) 875-1302 deborah\_moore-  
sanders@dekalbschoolsga.org

**Mailing Address**

5829 Memorial Drive, GA 30087

**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>
11/16/2021	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
Classroom PreK - 1st Grade	, Fives, Sixes	1	15	Y	Engaged in learning
Gym		0	0	Y	No children were present
Media Room - 2nd -5th Grade	, Sixes	1	14	Y	Homework

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 29

Comments:

A Random CAPS Health and Safety Monitoring visit was completed November 16, 2021, due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Wendy Jackson. We discussed the Health and Safety Protocols regarding COVID 19. After the children transition to the afterschool program, they are escorted to the cafeteria by the staff. Hands are sanitized prior to the distribution of snacks. The wearing of masks is required. The students are socially distanced as much as possible. Handwashing/sanitation practices are completed before eating, and after toileting. It was determined through the observation of records and through discussion, the program is operating as approved

Corrective Action Plan: To Be Submitted



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](mailto: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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**(Summary Report)**

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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) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as Computer Lab time and playtime that promotes the social, emotional, physical, cognitive, and language development of each child.

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

**Met**

**Comment**

The equipment and furniture observed to be properly secured and clean, as applicable. All tables, chairs, equipment, etc., are wiped down and sanitized on a daily basis.

**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, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Technical Assistance**

**Technical Assistance**

Technical Assistance was provided regarding the correct posting of the Approval letter to be adjacent to the Exemption Certificate.

**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 supplies are within easy reach for the children and equipped with a soap dispenser, toilet tissue and single-use towels.

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

**Not Met**

**Finding**

It was determined through the observation of records the Provider does not meet the standard requirement regarding building safety. The last Fire Inspection report reflects that all of the areas inspected did not pass.

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**Correction Deadline: 12/16/2021**

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

**Met**

**Comment**

It was determined through observation that the playground is enclosed in a fence, clean and free of any debris and/or hazards.

**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.

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

**Met**

**Comment**

There were no incidents or injuries that required reporting.

**Safety**

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

The Program does not sponsor field trips.

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

It was determined through discussion that 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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<b>Sleeping &amp; Resting Equipment</b>
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**EX-HS-.V Safe Sleeping and Resting Requirements (CS)****N/A****Comment**

No infants are enrolled.

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<b>Staff Records</b>
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**Records Reviewed: 4****Records with Missing/Incomplete Components: 1**

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Staff # 1

Met

Date of Hire: 10/07/2019

Staff # 2

Met

Date of Hire: 08/08/2016

Staff # 3

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

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

Staff # 4

Met

Date of Hire: 08/08/2016

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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.

**Finding**

Every staff member must have a Satisfactory Background 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, three (3) out of four (4) employees are compliant regarding the completion of the Criminal Record Checks through DECAL

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**Correction Deadline: 11/19/2021**

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

**Finding**

All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, two (2) out of four (4) employees have met the standard criterion regarding the completion of CPR/First Aid training.

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**Correction Deadline: 12/16/2021**

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

**Comment**

It was determined by the observation of records, four (4) out of four (4) employees have met the standards regarding the completion of the Health and Safety Orientation training.

**Staffing and Supervision**

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

**Comment**

Adequate supervision observed on this date.