

**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.us

(Cover Sheet)**Date:** 5/22/2023**VisitType:** EX-Monitoring**Arrival:** 1:45PM**Departure:** 4:50PM**EX-48616 EXMT-14030 EX-1 - Government
Rockdale County Public Schools - C.J. Hicks
MORE After School Program**1300 Pine Log Rd., Conyers GA 30012 Rockdale
County
(770) 483-4410 dprice@rockdale.k12.ga.us**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/22/2023	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
Gym	PreK	2	4	Y	
Hallway	, Six and older	1	10	Y	
Room 1021		1	0	Y	
Room 1040	, Six and older	1	14	Y	
Room 1121	, Six and older	1	7	Y	
Room 1162	, Fives	1	4	Y	Watching a movie
Room 1211	, Six and older	1	8	Y	
Room 1222		1	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 9

#Children Count: 47

Comments:

On May 22, 2023, (an in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Mrs. Donna Price, Director. During the visit we discussed the 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/toileting and playtime. There are a total of 102 students enrolled. 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.decal.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@decal.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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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A Activities****Met****Comment**

EX-HS-.A(1) - The Provider does execute a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, reading and math lessons, dance, board games and indoor/outdoor time 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 observed to be properly secured, as applicable. The tables and chairs 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 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. All immunizations records are kept online by the administration information system.

Exemptions**EX-HS-.X Exemption Requirements****Technical Assistance****Technical Assistance**

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

Facility

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 single-use towels.

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

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 by the examination of records, an annual fire inspection was conducted by Rockdale County Fire Marshal's office, on November 2, 2022 with no violations.

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

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

Health and Hygiene

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)**Met****Comment**

It was determined through discussion the provider does not administer medication.

Policies and Procedures

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

It was determined by the observation of records the Program does provide parents a copy of it's written policies and procedures.

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**Met****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: 15****Records with Missing/Incomplete Components: 1**

Staff's Name [# 1]: Asbury, Eric

Met

Date of Hire: 07/01/2017

Staff's Name [# 2]: Bell , Tiffany

Not Met

Date of Hire: 10/01/2021

"Missing/Incomplete Components"

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

Staff's Name [# 3]: Brockett, Krystal

Met

Date of Hire: 10/03/2019

Staff's Name [# 4]: Farley, Corinthea

Met

Staff's Name [# 5]: Farquharson, Cora

Met

Date of Hire: 05/23/2022

Staff's Name [# 6]: Gordon, Amari

Met

Date of Hire: 10/01/2021

Staff's Name [# 7]: Henry, Dinora

Met

Staff's Name [# 8]: Joseph, Pauline

Met

Staff's Name [# 9]: LOPEZ, MARCIA

Met

Staff's Name [# 10]: Mack, Janeela

Met

Date of Hire: 08/01/2022

Staff's Name [# 11]: Price, Donna

Met

Staff's Name [# 12]: Price, Tonya

Met

Staff's Name [# 13]: Stanford, Sherika

Met

Date of Hire: 07/24/2014

Staff's Name [# 14]: Terry, Jasmine

Met

Staff's Name [# 15]: Williams, Jeamiya

Met

EX-HS-.D Criminal Records and Comprehensive Background Checks(CS)**Met****Comment**

15.3.2.1 The comprehensive records check must be processed by DECAL, and the comprehensive records check determination letter must be issued by DECAL. Any other fingerprint or records check, including those conducted by other state or federal agencies, will not satisfy the CAPS requirement. It was determined by the observation of records, all of the employees are compliant regarding their completion of the Criminal Record Checks through DECAL.

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 through the examination of records, fourteen of the fifteen employees have completed the CPR/First Aid training.

POI (Plan of Improvement)

The Program will ensure the employee complete CPR/First Aid training.

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 a stellar job maintaining the personnel files on all staff.

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

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

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 by the observation of records and through discussion, all of the employees have completed the annual ten (10) clock hours of training.

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 (SIDE); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. It was determined based on the review of records, fourteen out of fifteen staff members have completed the Health and Safety Orientation training.

POI (Plan of Improvement)

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

Correction Deadline: 8/1/2023

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.