



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: 3/17/2022

VisitType: EX-Monitoring

Arrival: 2:30PM

Departure: 3:00PM

EX-41184 EXMT-12547 EX-1 - Government
Cobb County District ASP - Milford Elementary School

Regional Consultant

Nilia Lalin

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Mailing Address

P.O. Box 1088, GA 30061

Joint with:

Table with 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 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include Cafeteria, Computer Room, Gym, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 1

#Children Count: 24

Comments:

On March 17, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring. On March 25, 2022, an administrative review was completed to review required documents.

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.

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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

EX-HS-.Q Swimming Pools & Water-related Activities (CS)

N/A

Comment

Program does not provide swimming activities.

Children's Records

EX-HS-.C

Not Met

Finding

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that the program did not submit children's file for review.

POI (Plan of Improvement)

The Program will maintain a complete file for each child enrolled in the program and submit to the department when requested.

Correction Deadline: 3/17/2022

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Technical Assistance

Technical Assistance

EX-HS-.X(4) - Program submitted a failed fire inspection completed on March 2, 2022. A fire re-inspection is due on or after April 4, 2022.

Facility

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

EX-HS-.M(1) - Playground fence is not completely enclosed. Provider indicated that there is a supervision plan in place to ensure children are protected.

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

No diapered children are enrolled.

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**

Medication is not dispensed

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of documentation that the program had incomplete policies and procedures in evidence that letters a, b, c, d, e, f, and g were not met.

POI (Plan of Improvement)

The Program will establish and implement policies and procedures that will include components in in letters a, b, c, d, e, f, and g.

Correction Deadline: 3/22/2022

EX-HS-.T Required Reporting (NCP)**Not Evaluated****Comment**

There were no incidents or injuries that required reporting.

Safety

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

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

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

Program does not provide routine transportation.

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

No infants are enrolled.

Staff Records**Records Reviewed: 3****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/04/2021

Staff # 2

Met

Date of Hire: 08/04/2020

Staff # 3

Met

EX-HS-.K**Technical Assistance****Technical Assistance**

EX-HS-.K(1) - The Program will maintain personnel records for all employees and submit to the department when requested.

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 based on review of records that two out of three staff obtained a DECAL Satisfactory Criminal Records Check Determination after starting employment while children were present for care.

POI (Plan of Improvement)

The Program will ensure that new staff members initiate the process of obtaining a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 3/17/2022

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

Observed evidence of staff training in CPR and first aid on this date.

Finding

EX-HS-.P(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of records that three out of three staff completed health and safety training after the 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that all staff members complete health and safety training after the 90 days of employment.

Correction Deadline: 4/16/2022

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.