

**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.al.ga.gov

(Cover Sheet)**Date:** 11/15/2021**VisitType:** EX-Monitoring**Arrival:** 3:30PM**Departure:** 4:30PM**EX-42741 EXMT-12566 EX-1 - Government
Cobb County District ASP – Smyrna Elementary
School**1099 Fleming Street, Smyrna GA 30080 Cobb
County
(678) 842-6741 Anayansi.riley@cobbk12.org**Mailing Address**

P.O. Box 1088, GA 30061

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.al.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
11/15/2021	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
1167	, Sixes	1	6	Y	
1169	, Sixes	1	3	Y	
1170	, Sixes	2	20	Y	
Gym		0	0	Y	
Playground 1	, Fives	2	28	Y	
Playground 2	, Sixes	2	27	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 84

Comments:

Program is located inside a public school and this CAPS Monitoring visit was completed virtually through zoom.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.al.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)

Date: 11/15/2021

VisitType: EX-Monitoring

Arrival: 3:30PM

Departure: 4:30PM

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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the Program.

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

N/A

Comment

Program does not provide swimming activities.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Finding

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on review of records that the program did have a fire inspection in the last twelfth months completed by the fire marshal.

POI (Plan of Improvement)

The Program will comply and schedule a fire inspection with the Fire Marshal and submit the report to the department within 30 days.

Correction Deadline: 12/17/2021

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS)

Met

Comment

Program is located in a public school. Playground is fully fenced in and was observed to be clean and in good repair.

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)**Not Evaluated****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, f, and g.

Correction Deadline: 11/20/2021

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

N/A

Comment

No infants are enrolled.

Staff Records**Records Reviewed: 19****Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 11/03/2006	
Staff # 2	Met
Date of Hire: 08/13/2021	
Staff # 3	Met
Date of Hire: 01/02/2017	
Staff # 4	Met
Date of Hire: 08/27/2019	
Staff # 5	Met
Date of Hire: 08/14/2019	
Staff # 6	Met
Date of Hire: 09/18/2019	
Staff # 7	Not Met
Date of Hire: 11/09/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 8	Met
Date of Hire: 07/24/2019	
Staff # 9	Not Met
Date of Hire: 10/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 10	Not Met
Date of Hire: 10/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	

EX-HS-.D-Criminal Records Check Missing

Staff # 11 Met

Date of Hire: 06/08/2007

Staff # 12 Met

Date of Hire: 11/18/2019

Staff # 13 Met

Date of Hire: 10/08/2018

Staff # 14 Met

Date of Hire: 07/24/2017

Staff # 15 Met

Date of Hire: 08/28/2017

Staff # 16 Met

Date of Hire: 11/24/2020

Staff # 17 Not Met

Date of Hire: 11/04/2021

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

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 18 Met

Date of Hire: 11/10/2020

Staff # 19 Met

Date of Hire: 11/09/2020

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 four out of 19 staff members did not have a DECAL Satisfactory Criminal Records Check Determination on file.

POI (Plan of Improvement)

The Program will ensure that staff members initiate the process of obtaining a DECAL Satisfactory Criminal Records Check Determination.

Correction Deadline: 11/16/2021

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

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 based on review of documentation that eight out of 15 staff members did not have First Aid training on file.

POI (Plan of Improvement)

The Program will have all staff members complete First Aid and CPR training and maintain evidence on file.

Correction Deadline: 12/15/2021

EX-HS-P Staff Training (NCP)

Technical Assistance

Technical Assistance

The Program will ensure that new staff members completed the health and safety training within the first 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that new staff members completed the health and safety training within the first 90 days of employment.

Technical Assistance

The Program will ensure that all staff members complete 10 hour of ongoing training annually.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hour of ongoing training annually.

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.